

Department of Campus Recreation and Wellness Guidelines

Due to COVID-19, there is a separate document outlining adjustments to our departmental master policies that supersede any listed policies in this document. We HAVE NOT added notes or temporary policies throughout this document. Please refer to the RWC Reopening Guidelines information and documents provided on our [departmental landing page](#).

The following is a list of general rules and regulations for the use of the Recreation and Wellness Center (RWC). These policies have been designed to ensure the safety of all Recreation and Wellness Center patrons and guests as well as maintain the facility and foster a welcoming environment. Those utilizing Campus Recreation and Wellness programs, services and facilities are held accountable to the [Student Code of Conduct](#), including complying with reasonable directions of university officials and departmental staff performing their duties. As a valued member of the university community, you have the responsibility to abide by the following policies. It is a privilege to utilize and participate in Campus Recreation and Wellness Center facilities and programs, it is not a right.

Any issue or situation that is not covered in a policy will be decided by Campus Recreation and Wellness administration and/or UHCL administration. Any policies listed can be altered by Campus Recreation and Wellness administration for the purposes of safety or the concept of “best practices.”

Departmental Facility Operational Hours

- a. The Department of Campus Recreation and Wellness operates the Recreation and Wellness Center, the “Backyard”, the Delta Complex, the Rec Field, and the NOA Field.
- b. Operational hours are established on an annual basis and are posted on our departmental website and social media platforms.
- c. All facilities managed by Campus Recreation and Wellness will have scheduled adjusted hours and/or closures throughout the year based on academic and holiday calendars, university special events, and maintenance and cleaning closures. These adjusted hours/closures will be posted as early as possible and will be available online and relayed through email communications to the UHCL community and RWC members.
- d. Normal semester operating hours for both fall and spring semester are:
 - a. Mondays – Thursdays – 6 a.m. – 11 p.m.
 - b. Fridays – 6 a.m. – 6 p.m.
 - c. Saturdays – 10 a.m. – 6 p.m.
 - d. Sundays – 12 – 6 p.m.
- e. University breaks and summer operating hours are generally, but all patrons should check our website and social media for updates and announced hours:
 - a. Mondays – Thursdays – 7 a.m. to 8 p.m.
 - b. Fridays – 7 a.m. to 6 p.m.
 - c. Saturdays – 10a.m. to 4 p.m.
 - d. Sundays – Closed or 12 p.m. to 4 p.m.
- f. All Recreation and Wellness facilities will have **adjusted hours or be closed** on the following dates for the 2020-2021 academic year:

- a. Labor Day – Reduced hours: 7 a.m. to 6 p.m.
- b. Thanksgiving Break – Closed 11/26, 11/27, 11/28
- c. Winter Holiday Break – Closed 12/24-12/27, limited hours 12/28-12/30, closed 12/31–1/3
- d. Spring Break – Reduced hours all week, no currently planned closures
- e. Memorial Day – Reduced hours: 7 a.m. to 6 p.m.
- f. Independence Day – closed 7/3-7/4
- g. A full list of adjusted hours and facility closures is available on our website.

General Facility Access Policies

1. There is risk of personal injury in all physical activity. Use of the RWC is voluntary and considered at your own risk.
2. The use of UHCL recreational facilities and programs is a privilege, and participants are expected to be good citizens and respect the rights of others. Individuals who choose to engage in unacceptable behavior may have their access suspended or revoked indefinitely.
3. All members and guests should enter and exit the RWC through the designated entrance.
4. An active membership, guest pass, day pass, or a promotional “free preview” period is required for all participants to access the Campus Recreation and Wellness Center (RWC).
5. All patrons and guests accessing the RWC must complete all required waivers and must have photo verification through Fusion or a UHCL ID card or government issued photo ID.
 - a. **Practice:**
 - i. Annual Indemnification, Waivers of Liability, and PAR-Q forms:
 1. All UHCL students must complete the online Liability Agreement, Indemnification Release, and PAR-Q form through the Fusion portal RWCONNECT prior to their first visit. These forms can be completed prior to the first visit by logging into [RWCONNECT](#) using your UHCL sign-on information or before entering the facility on your first visit.
 2. Guest pass, day pass, or patrons accessing the facility during a “free preview” period must complete all waivers and provide a valid, government issued photo ID. The physical waivers will be provided at the Welcome Center and include Liability Agreement, Indemnification Release, Photo Release Waiver, and a PAR-Q form.
 3. The completed waivers are valid from September 1 through August 31 of the following year.
 - ii. ID verification
 1. Members may provide their UHCL ID or member ID number to the Welcome Center staff to verify membership. The Fusion profile MUST have a photo for access without a physical ID.
 2. Any UHCL or government issues photo ID can be used to verify identity.
 3. UHCL students and employee profiles are updated daily in the Fusion software. Any student whose student ID photo is not current in Fusion may visit the Member Services office and have a photo taken and added to their profile.
 4. All guests must provide a valid, government issued photo ID.
6. Lending or using another individual’s ID is against UHCL Student Code of Conduct and will result in immediate confiscation of the ID and referral to the Dean of Students.
 - a. **Practice:**
 - i. The person illegally using the ID card will be removed from the RWC.

- ii. The confiscated ID will be kept by Campus Recreation and Wellness administration.
 - iii. The person whose ID was improperly used will be suspended from accessing the RWC until a meeting is conducted with Campus Recreation and Wellness administration.
7. Members and guests under the age of 18:
- a. All minors (under the age of 18) must be supervised by a parent or legal guardian.
 - b. Minors 16 and 17 year olds:
 - i. can purchase a membership or guest pass but must have a parent or legal guardian with them to make the purchase.
 - ii. Parent or legal guardian must remain in the facility at all times when a 16 or 17 year old is using the facility. The parent or legal guardian does not have to have a membership and may remain in the lobby or other space within the RWC.
 - iii. have full membership privileges and may use all spaces within the RWC.
 - iv. are eligible to use all fitness zones, participate in programming, and can purchase services provided through Campus Recreation and Wellness.
 - c. Minors 5 to 15 years old:
 - i. do not have full access to the RWC and are prohibited from using fitness zones, fitness equipment, or programming.
 - 1. during the fall and spring semesters are **only allowed access from 3 p.m. on Fridays through close on Sundays.**
 - 2. during university breaks, holidays, and from the day following spring commencement until the Sunday prior to the first day of fall classes, these members will have full access to the RWC but are still prohibited from using fitness zones, fitness equipment, or programming.
 - ii. must have a parent or legal guardian with an RWC membership and that person must be present and supervising them in the RWC at all times.
 - 1. DEFINITION OF SUPERVISING: the parent or legal guardian MUST be in the same space with the minor at all times.
 - iii. may only use the track or court spaces.
 - iv. are not allowed to be in any fitness zone or use any fitness related equipment.
 - 1. WHY CAN'T MINORS USE FITNESS ZONES? The UH System, across the Houston-based schools, have approved the use of fitness zones and fitness equipment only for 16 year old or older. There may be special circumstances or programs that could allow for minors under the age of 16 to use equipment, like a demo or training, but for general facility access and usage, minors under the age of 16 are not allowed to be in fitness zones or use fitness equipment.
 - v. may not participate in any programming or purchase any services provided through Campus Recreation and Wellness unless they are designated for minors participation.
 - d. Minors Infant to Four Years Old:
 - i. do not require a membership.
 - ii. may be present with their parent or legal guardian while using the RWC.
 - iii. are restricted to the court or basketball courts only.
 - iv. cannot be in any fitness zone space or on any fitness equipment for any reason.
 - v. may not be left alone while parent or legal guardian uses fitness equipment, program, or class.
 - vi. must be within arm's reach of their parent or legal guardian or in a stroller at all times.
 - e. Practice:

- i. The RWC was built and serves as a resource primarily for the students of UHCL and paying members.
 - ii. While we appreciate having minors participate in some programs, our facility is not designed to provide extensive opportunities for their participation. When we are able to offer programming for Family or minors, we will provide information about expectations for parent or legal guardian supervision and participation.
- f. Rationale:**
- i. The Recreation and Wellness Center was built for the UHCL student body and to enhance the overall UHCL experience. UHCL students are our number one priority. UHCL students expect to utilize a facility that is focused on their use and not to be a place for minors and children at all times.

Patron and Member Rights

1. Student Rights Within the University Community
 - a. The University is committed to complying with all applicable federal and state laws and regulations. Admission to the university is open to anyone qualified according to published admissions standards and resource limitations.
 - b. A student has the responsibility to respect the rights and property of others, including other students, the faculty, the staff and the administration. A student has the responsibility to be fully acquainted with the published university policies and procedures and to comply with them and the laws of the land.
 - c. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community. If a student violates any university policy or procedure, the student will be subject to due process of university policy regardless of any civil or criminal actions that may be pending as a result of the same action.
 - d. The University deserves the right, through due process, to issue a warning, to suspend, or to dismiss any student for conduct that is harmful to members of the university community or damaging to the educational interests of the university
2. Freedom from Discrimination
 - a. Students shall be treated on an equal basis in all areas and activities of the University regardless of race, color, sex, genetic information, religion, age, national origin, disability, veteran status or any other legally protected status. Additionally, for purpose of this policy, the term "Protected Class" includes sexual orientation, gender identity and gender expression.
3. Participating in a safe and welcoming environment
 - a. All patrons should expect to feel safe and welcome while utilizing or participating in Campus Recreation and Wellness facilities and programs.
 - b. UHCL strives to promote an environment of diversity and inclusion in all aspects of the university. UHCL facilitates a respectful and inclusive environment with regard to individual, societal, and global perspectives. The RWC is a place for all Hawks, regardless of age, gender identity, race, ethnicity, religious preference, sexual orientation, physical ability, disability, veteran status or any other personal identity.
 - c. Sexual harassment is not tolerated at UHCL. UHCL is committed to providing an educational, working and living environment where students, faculty, staff and visitors are free from sexual

discrimination of any kind. More detailed information related to Sexual Misconduct can be found online at <https://www.uhcl.edu/policies/title-ix/policies>

- d. Photography of yourself or of you and a workout partner is allowed, but we ask that all patrons be aware of their surroundings and understand that some patrons do not want to be included in your photos. The excessive use of cell phones for photography and videography is restricted within spaces of the RWC for the personal privacy of our patrons. Cell phone use for photography and videography is completely prohibited inside of locker rooms.

4. ADA Policy

- a. Any individual requiring an accommodation in order for day to day usage of the RWC or other facilities managed by Campus Recreation and Wellness will need to contact either:
 - i. Departmental administration at campusrecreation@uhcl.edu or call 281-283-2331 to schedule an appointment.
 - ii. Dean of Student office at deanofstudents@uhcl.edu or call 281-283-2567 to schedule an appointment.
 - iii. Accessibility Support Services at disability@uhcl.edu or call 281-283-2648 to schedule an appointment.
- b. Any individual requiring an accommodation in order to participate in an event will need to contact Campus Recreation and Wellness at 281-283-2331 or via email at campusrecreation@uhcl.edu at least one week prior to the event they wish to participate in.

5. Transgender and Non-Binary Participants

- a. UHCL students, faculty/staff members, community/alumni members, and sponsored guests of members shall be permitted to participate in departmental programs, activities, and services in accordance with the person's gender self-identification or expression.
- b. The UHCL Department of Campus Recreation and Wellness will ensure that every student, faculty, staff, community/alumni member, and sponsored guest has access to a locker room and bathroom facility in a safe, comfortable, and convenient environment. Transgender and non-binary individuals shall not be forced to use the locker room corresponding to their gender assigned at birth. Two gender neutral restrooms are available in the RWC facility and include a sink, toilet, and shower.
- c. Please contact the Campus Recreation and Wellness administration at 281-283-2331 or email campusrecreation@uhcl.edu with questions or individual cases requiring evaluation.

6. Freedom of Speech, Expression, and Association

- a. The rights of free speech, expression, and association, as defined by the Constitution of the United States and developed by statutory laws and judicial decisions, are guaranteed to every member of the university community.

7. Rights of Privacy

- a. A student has the right to personal privacy except as otherwise provided by law and this privacy will be observed by students and the university officials alike. See [“Confidentiality of Records” FERPA for more information.](#)

8. Rights of Due Process

- a. Each student subject to disciplinary action arising from alleged violations of university regulations shall be assured procedural due process.

- b. At the discipline hearings, an accused student shall be assumed innocent until found responsible, and in the initial hearing, the burden of proof shall rest with those bringing the charges.
 - c. In all proceedings, the student shall be guaranteed substantive and procedural due process.
9. Participation in Policy Development
- a. University policy guarantees the right of students to participate in the initiation and development of university policy through shared governance.
 - b. A student or member may contact the Campus Recreation and Wellness administration at 281-283-2332 or email campusrecreation@uhcl.edu or by using the online [Comment Card](#) through our departmental website. We strive to respond to all comments within two business days when possible.
 - c. Students and members may also schedule a meeting with any Campus Recreation and Wellness professional staff or graduate assistant by emailing them directly. All staff contact information is [available online](#).
10. Participation in Departmental Decision-Making
- a. Students have the right to have their views considered at appropriate levels of the decision-making process within the university community.
 - b. The Campus Recreation Advisory Board (CRAB) is a student advisory board specifically for the department. Board members are selected on an annual basis and include 13 student members, representatives from the Student Government Association, University Staff Association, Faculty Senate, and Alumni Association.
 - c. All CRAB meetings are open to the UHCL community.
11. Concealed Carry Policies
- a. UHCL [concealed carry policies are found online](#).
 - b. UHCL [concealed carry exclusion zones](#).
 - c. If Campus Recreation and Wellness staff see a concealed handgun (not concealed) or find a handgun in the RWC, they will contact UHCL PD immediately.

Patron Conduct Expectations

1. Patrons are expected to abide by all policies, procedures, and protocols developed by Campus Recreation and Wellness administration.
2. Responsibility for general supervision of the building and other activity areas rests with the staff members and supervisors directly in charge of the activity or area. Students provide primary supervision for the facility and act with the full authority of a full time Campus Recreation and Wellness staff member. Harassment or disregard of the directions provided by the staff will result in immediate removal from the facility and may result in additional disciplinary action.
3. Physical and/or sexual abuse or vulgar, obscene, abusive, derogatory or demeaning comments and gestures are prohibited and could lead to loss of privileges.
4. Abuse of the facility and/or equipment, can result in immediate dismissal from the facility. Additional sanctions may include: disciplinary action, reimbursement for damages, and/or potential loss of privileges.
5. Reinstatement process for students

- a. Any student conduct issues that warrant possible suspension of access or other disciplinary actions will be handled by the departmental leadership, including the Director.
 - b. The reinstatement process can include any of the following:
 - i. A suspension period
 - ii. A probationary period
 - iii. Meeting(s) with the Dean of Students
 - iv. A reflective document/paper focused on prior incidents or behavioral issues
 - v. Referrals to other departments that may be beneficial to the patron.
6. Cancellation of non-student membership
- a. If a non-student member is suspended from accessing the RWC, a meeting will be conducted within five business days with Director.
 - b. Any membership that is cancelled due to repeated policy violations, inappropriate behaviors, gross misconduct or unsportsmanlike conduct will void the right for a refund for the current month. Future months can be refunded.
7. Appeals of suspension or other sanctions
- a. A student or member can submit an appeal of disciplinary actions or sanctions to the Dean of Students Office by contacting them at deanofstudents@uhcl.edu.

Patron Responsibilities

1. UHCL and Campus Recreation and Wellness are not responsible for financial costs related to health services resulting from illness or injury incurred during use of Campus Recreation and Wellness facilities or participation in programmed activities.
2. In accordance with the University's tobacco-free policy, the use of any tobacco products (cigarettes, cigars, vape units, etc.) is prohibited on the campus of UHCL.
3. Patrons may not be under the influence of alcohol or drugs.
4. Food and Drink
 - a. Food, gum, and other similar items are not allowed beyond the Welcome Center entrance without prior approval.
 - b. Drinks allowed within the RWC include water, sports drinks, and/or a protein drink. All drinks should be a spill-proof, break-resistant container with a re-sealable lid.
 - c. Groups that host approved events through rentals, reservations, or during special events may request for food and drinks to be allowed during their event. This request is made through the facility request document and will be reviewed as part of the process. This request will be at the discretion of the Campus Recreation and Wellness administration and day/time/location will all be taken into consideration.
5. Apparel expectations and restrictions
 - a. Upper Body
 - i. Required
 1. Shirts must be worn at all times in public areas.
 2. Shirts must cover the chest below the pec line, bosom, upper and lower back, and midriff.
 - ii. Allowed
 1. Spaghetti shoulder straps, "winged" backs are allowed.
 - iii. Restricted

1. Cropped tank tops, halter-tops, “muscle” tanks, and only a sport bra.
2. Apparel displaying inappropriate language/phrases/graphics.

iv. Rationale

1. Shirts should cover the full chest and back to prevent MRSA, ringworm, etc. from being passed from skin to pad/mat contact (you should clean your machines after use, but unfortunately not everyone does).
 - a. MRSA stands for Methicillin-resistant Staphylococcus aureus and more information is [available online](#).
2. Research and surveys indicate that people are reluctant to begin an exercise program if they are intimidated or uncomfortable in an environment. UHCL Campus Recreation and Wellness strives to create a safe and inviting environment for all members.
3. Altered shirts contribute to excessive sweat and moisture which can damage equipment.
4. Modest dress prevents patrons from being offended by what others are wearing (or not wearing).

b. Lower Body

i. Required

1. Clothing must cover the entire buttocks and groin when exercising or moving.
2. To use fitness equipment, apparel must be made of athletic material so as to not scratch or damage padding or equipment.

ii. Allowed

1. Workout/athletic shorts, workout/athletic pants, workout/tennis skirts, “yoga pants” and other athletic apparel are required for use on all fitness equipment.
2. Patrons with religious exceptions for apparel need to notify Campus Recreation and Wellness administration or the on-duty Operations Manager.

iii. Allowed in specific areas but not within all spaces

1. Materials like denim, jeans, slacks/business casual pants, khaki shorts/pants, work skirts, work dresses are allowed on court spaces and the track areas, but are restricted from fitness zone areas and fitness equipment.

iv. Restricted

1. Apparel which exposed the buttocks or groin when exercising or moving.
2. Materials like denim, jeans, slacks/business casual pants, khaki shorts/pants, work skirts, work dresses are allowed on court spaces and the track areas, but are restricted from fitness zone areas and fitness equipment.
3. Lower body clothing may not be so loose that it increases the potential risk for tripping hazards or possibly becoming tangled on a machine or belt.

v. Rationale

1. Denim/jean materials, khakis, and loose fitting dresses are not allowed in the fitness zones due to the presence of belts, studs, buttons, rivets, and zippers.
2. Pants or shorts with belts, studs, buttons, rivets, zippers can tear the padding on fitness equipment. Once the padding is scratched or torn, bacteria can grow within the padding, posing a potential health risk to patrons. It is also costly to frequently replace padding and sleeves on fitness equipment.
3. Non-fitness zone spaces create less potential for equipment damage or trip/tangle hazards. We know many patrons come to the RWC to simply walk the track or take a break by shooting baskets. While there are still some restrictions

on participating in programming in those apparel items, we want to encourage members to be physically active as often as possible.

c. Shoes

i. RWC general policy

1. Athletic, non-marking, close toed shoes.
2. Shoes must be worn at all times within the RWC, unless a specific RWC approved program allows for no shoes (Yoga or Pilates group fitness class).

ii. Track specific exception

1. Business casual shoes that are non-marking and closed toed may be worn for walking on the track and court spaces provided they are not playing in a game.

iii. Specialty shoes

1. Some shoes are allowed in specific spaces for specific purposes.
 - a. Bike shoes with clips – allowed to be worn during group fitness classes and on the Technogym road bikes on the fitness floor. These shoes should be put on at the bike and minimize any walking or movement where the shoes could potentially damage the floor.
 - b. Dance shoes – Some recreational activities are performed with special shoes. Those are allowed in specific spaces for specific activities.

iv. Restricted

1. Cleats, sandals, flip-flops, sticking feet, and hard-soled shoes are not allowed.
2. Removing shoes on Olympic platforms is not allowed.

v. Rationale

1. Wearing athletic shoes prevents slipping.
2. Shoes protect the feet from equipment that may be dropped accidentally.
3. Shoes contain injury and prevent contamination if a heavy object is dropped on the foot or if you sprain a part of your foot.
4. Backless shoes can easily slip off and shoes that do not cover the forefoot do not protect the entire foot from injury.
5. Shoes that mark the flooring diminish the aesthetics of the facility and can lead to additional costs for cleaning, resurfacing, or replacing the flooring.

d. Patrons in casts, walking boots, or with crutches

- i. May use the weight rooms. They must have a workout partner who would be able to re-rack weights and move equipment as needed (patron should not hop around on one foot to do this).
- ii. Staff may provide assistance but are not available through an entire workout.
- iii. We recommend that the injured user get clearance by their doctor to exercise and request that they participate cautiously.
- iv. Crutches must be kept in a location that is not hazardous to other users (not in walking paths).

6. Personal items

- a. Patrons are allowed to wear workout gloves, lifting straps, weight belts, weighted belts, boxing gloves, yoga mats, resistance bands and other fitness apparel or devices while working out. These items can be personal items or they are provided throughout the facility or can be checked out at the Welcome Center Equipment Check-out.
- b. Backpacks, bags, and purses are not allowed to be carried throughout the RWC while patrons are working out or using an activity space.

- c. Backpacks, bags, and purses may not be left on the floor or equipment/furniture in the RWC. All personal bags and belongings need to be placed in a designated day-use locker. Day-use lockers are free of charge and are located throughout the facility and locker rooms.
 - d. We encourage patrons not to leave cell phones, wallets, headphones, or ID cards on the ground/equipment/bleachers and walk away from that area.
 - e. **Rationale**
 - i. Minimal personal belongings should be brought to the RWC for safety and security purposes. While UHCL is one of the safest campus in the state, there is still a risk of belongings being stolen if they are not secured properly.
 - ii. Bags left on the floor in fitness spaces create additional trip hazards for patrons.
 - iii. Phones, wallets, watches, jewelry, and other small items which are normally carried around can be easily forgotten or taken without the patron knowing or realizing.
7. Vehicles or personal transportation
- a. All patrons are expected to park in legal parking spaces in one of the UHCL parking lots. This includes motorcycles, mopeds, scooters, or carts.
 - b. Bicycles, skateboards, skates, non-electric scooter, and “wheeled shoes” may not be operated inside of the RWC.
 - c. Bikes must be parked and secured on bike racks. RWC staff will not allow bikes to be stored inside of the RWC.
 - d. Items like skateboards that do not fit into lockers cannot be left with RWC staff.
8. Animals
- a. Pets, with the exception of service animals, are not allowed in or on any Campus Recreation and Wellness facilities.
 - b. Emotional support animals are not allowed in or on any Campus Recreation and Wellness facilities.
 - c. Appropriate documentation must be provided if requested by Campus Recreation and Wellness staff.
9. Exclusive use of spaces
- a. Exclusive use of a space is only permitted with the approval of a reservation or rental.
 - b. Individuals using the RWC for organized or structured activities without a reservation is considered to be in violation of the informal/open recreation policy, and therefore deemed to be using the facility in an exclusive use capacity.
 - i. Examples of prohibited exclusive use activities include, but are not limited to:
 - 1. Organized practices or activities (defined as four or more people)
 - 2. Personal training conducted by non-Campus Recreation and Wellness staff
 - 3. Private instruction
 - 4. Services for which compensation is rendered
 - 5. Sales or solicitation
 - c. **Practice:**
 - i. Unless a reservation or rental has been made, exclusive use practices are not allowed.
 - ii. Groups cannot “claim” a court or space so they can utilize it for their own use.
 - iii. Groups cannot call “next” repeatedly with the same people for the purpose of using the court while restricting access to others.
 - iv. All patrons should be allowed to participate in any open recreation activity on any open recreation space.
 - d. **Rationale**

- i. The RWC wants to encourage a friendly and inviting environment. This is not possible if patrons are not allowed to participate in activities.
 - ii. Non-Campus Recreation and Wellness employed personal trainers may not have adequate insurance or liability coverage if they are performing training in our facility, therefore there may be major issues that could result from any injuries or inadequate instruction.
- 10. Lost or stolen items
 - a. The RWC and staff members are not responsible for lost or stolen property.
 - b. Any found items should be turned in at the Welcome Center, where the items will be logged with our RWC staff.
 - c. Valuables vs. non-valuable items
 - i. Valuables
 - 1. Items include, but are not limited to:
 - a. Wallets
 - b. ID cards
 - c. Phones
 - d. Jewelry
 - e. Electronics
 - f. Backpacks
 - 2. Valuables will be sent to UHCL Police Department at the end of the business day. Contact UHCL PD at 281-283-2222 to check on items or schedule a time to go the UPD and pick up your items.
 - ii. Non-valuable items
 - 1. Non-valuable items include, but are not limited to:
 - a. Kept for 60 days
 - i. Water bottles
 - ii. Lunch kits
 - iii. Clothing
 - iv. Headphones
 - b. Thrown away at end of the business day
 - i. Perishable items
 - ii. Personal hygiene items (wash cloths, razors, soap)
 - iii. Loose papers or documents
 - d. Patrons may call the Welcome Center at 281-283-2330 and inquire about lost and found items. The patron needs to describe the item(s) lost, the location they were lost from, and the date and approximate time. The RWC staff will review the lost and found log and verify if items have been returned. RWC staff will not provide a list of lost and found items to any person inquiring.

Fitness Zones

- 1. General policies
 - a. Equipment
 - i. Patrons who are misusing or performing exercises in a manner that is unsafe or may cause injury to themselves or other patrons may be asked to stop their activity by Campus Recreation staff members.

- ii. Fitness equipment can be checked out from the Welcome Center using your membership ID number and must be returned after use.
 - iii. Use of equipment other than for its designated function is prohibited.
 - iv. If a machine or piece of equipment is not working properly, please alert the RWC staff so they can perform an inspection and either repair the issue or place it out of order.
- b. Cleaning equipment
- i. Patrons are required to wipe down equipment after use of equipment and machines. Gym wipes are available throughout the facility.
 - ii. RWC staff clean equipment multiple times throughout the day using a Simple Green solution. This is a diluted mixture that helps to remove oil, grease, sweat, and other bodily fluids. This solution is used on all padding, handles, and frames.
 - iii. RWC staff clean the floors, windows, door handles, and other surfaces using a range of cleaning solutions like Clorox wipes, Simple Green solution, Fabuloso solution, bleach solution, and Oxivir solution. If you have any questions or concerns about these cleaning supplies, please contact Campus Recreation and Wellness administration at 281-283-2331 or email campusrecreation@uhcl.edu.
- c. Music
- i. Headphones must be used for all personal music.
 - ii. Amplified sound is not allowed unless approved as part of a rental or reservation.
 - iii. The RWC uses a service for all facility wide music. Patrons may submit requests for songs to be added by scanning the QR code at the Welcome Center and submitting information.
- d. Spotting and assistance
- i. Fitness Assistants are available to assist in spotting during lifts. They cannot assist for extended periods of time.
 - ii. Fitness Assistants are not allowed to provide instruction or analysis of lifting techniques or general workout planning. They are not certified personal trainers and should not give advice on how patrons should conduct workouts.
- e. Personal training
- i. Personal training or private instruction is restricted to RWC personal trainers only.
 - ii. Patrons may work out together or in small group and provide assistance and guidance to each other, but soliciting services or providing services for a fee is not allowed.
- f. Restrictions
- i. Extraneous grunting, growling, yelling is not permitted while performing lifts.
 - ii. Chalk (either powder or liquid form) is not allowed at any time.
 - iii. Exclusive use of specific areas within fitness zones by small workout groups is not allowed.

2. Weights

- a. All weight training should be performed in a controlled and safe manner.
- b. Collars must be used on all free bar lifts using plates.
- c. Weights must be released in a controlled manner. Slamming, dropping, or bouncing weights is prohibited. Please use the Pound Pads located near the Olympic platforms to minimize the noise of dropped weights.
- d. Re-rack weights in the correct location after use.
- e. Weights may not be taken out of the fitness zone they are located in.
- f. Do not leave free weights in walkways or activity spaces unattended.
- g. Let others “work in” sets when requested and if possible. Be courteous.

- h. The use of multiple sets of weights at the same time is discouraged during peak time (Monday-Thursday 3 – 8 p.m.). Other patrons have a right to request and use weights as needed at anytime.
- i. We encourage patrons to be courteous during peak time and limit their use of individual strength equipment to 15 minutes.

3. Olympic Lifting Area

- a. Only one patron may use an Olympic lifting platform/rack at a time. Multiple patrons may alternate sets or activity in the same space but patrons may not use the same space at the same time (squatting on platform while someone is doing pull-ups on the rack).
- b. Shoes must be worn at all times.
- c. Lifts must be completed within the designated platforms or lifting zones.
 - i. All Power, Olympic, and dead lifts must be performed on the lifting platform.
 - ii. All movements completed above the waist must be performed inside the rack with safety catch bars properly adjusted.
- d. The use of chalk or liquid chalk is prohibited.
- e. Platforms must be clear of unused equipment and personal items prior to performing any lift.
- f. Weight plates and bars should not be leaned against walls, pillars, or other pieces of equipment.
- g. One barbell is permitted on the platform at any given time.
- h. The Olympic Lifting Bar may only be used for Olympic and Dead Lifts.
- i. Bumper plates are required for all Power, Olympic, and Dead Lifts or anytime weight plates will come into contact with the platform.
- j. Weight clips/collars are mandatory for all plate-loaded free weight lifts.
- k. The use of vertically stacked weight plates to create a heightened pulling base is prohibited.
- l. Lifters must face the rack while performing lifts.
- m. A spotter and weight belt is highly recommended for heavy lifting. Spotting for Olympic lifting is strictly prohibited.
- n. Dropping, slamming, and/or throwing of weights and/or equipment is prohibited. In order to reduce excessive slamming or bouncing, lifters must guide bars throughout descent to influence a controlled landing.
- o. Dropping any weighted bar from above shoulder height is strictly prohibited. Release weight in a controlled and safe manner unless deemed an *emergency*; muscle fatigue, failure or bailout.
- p. One guest is permitted on the platform at a time. Multiple users are allowed as long as only one is on the platform/rack at a time.
- q. To avoid congestion, guests should allow others to “work in” if performing multiple sets.
- r. Weight plates and clips/collars are to be cleared from the bar and stored in their proper location at the conclusion of the session. Weighted bars should not be left on the rack.
- s. Recreation and Wellness Staff reserve the right to modify or prohibit any exercise deemed unsafe or inappropriate.
- t. We encourage patrons to be courteous during peak time and limit their use of individual strength equipment to 15 minutes.

4. Cardio

- a. Weights or other fitness equipment is not allowed on cardio machines.
- b. We encourage patrons to be courteous during peak time and limit their use of cardio equipment to 30 minutes.

Indoor Track

1. Lane designations
 - a. Inside lane for walking
 - i. Strollers with infants or children and ADA designated assistance devices are allowed in the walking lane.
 - ii. Carrying of soft weighted equipment (sand bags, carry bags, GRIPR bags) is allowed in the walking lane only. No hard weights are allowed on the track.
 - iii. Lunging is allowed on the walking lane only.
 - b. Middle lane for jogging
 - c. Outside lane for running/jogging
2. General track policies
 - a. All patrons must follow the daily direction which is displayed around the track.
 - b. No more than two runners or walkers side by side.
 - c. Sitting, leaning or stretching on the railing is not allowed except in designated areas (functional turf areas, ab/core area).
 - d. Sandbags and carry bags are allowed to be used on the inside lane and must be carried at all times.
 - e. Stretching and mat-work are allowed in designated areas only and should not interfere with or create any obstacles on the track.
3. Prohibited on the track
 - a. Spectating events or activities on the first floor
 - b. Solid or hard fitness equipment (kettlebells, barbells, dumbbells)
 - c. Starting blocks and/or hurdles
 - d. Jump rope
 - e. Sled
 - f. Battle ropes
 - g. Plyo or jump boxes

Multi-Purpose Rooms (MP Rooms)

1. The main purpose for the multi-purpose rooms (MP Rooms) is for group fitness classes, sport club practice, meetings, and open recreation.
2. MP1 is available for open recreation at any time there are not programs or reservations in the space.
3. Group fitness equipment (group cycle bikes, rowers, weights) are not allowed to be used outside of group fitness classes.
4. The use of audio/visual components is restricted to programming, rentals or reservations only.

Personal Training Suite (PT Suite)

1. The main purpose for the Personal Training Suite is provide a semi-private space for personal workouts.
2. Equipment within the PT Suite should remain inside of the room.
3. This space can be closed for exclusive use of academic classes or departmental personal training purposes.

4. The room cannot be closed off for access due to the elevator location within the room. If the blue divider wall door is closed, the space is unavailable.

Outdoor Fitness Zone

1. General

- a. Adhere to all posted protocols and comply with directive from the CRW staff concerning safety and risk management.
- b. Lifts must be completed within the designated platforms or lifting zones.
- c. The use of chalk and/or liquid chalk is prohibited.
- d. Appropriate athletic attire, including shoes must be worn at all times.
- e. Indoor equipment is not allowed to be taken outdoors.
- f. All equipment should be returned to its proper location after use.
- g. It is highly recommended that patrons using the outdoor fitness space take longer rest periods between sets and drink more fluids while in the space.
- h. Bumper plates are required for all Power, Olympic, and Dead Lifts or anytime weight plates will come into contact with the platform.
- i. Weight clips/collars are mandatory for all plate-loaded free weight lifts.
- j. Dropping, slamming, and/or throwing of weights and/or equipment is prohibited. In order to reduce excessive slamming or bouncing, lifters must guide bars throughout descent to influence a controlled landing.
- k. Dropping any weighted bar from above shoulder height is strictly prohibited. Release weight in a controlled and safe manner unless deemed an *emergency*; muscle fatigue, failure or bailout.
- l. Weight plates and clips/collars are to be cleared from the bar and stored in their proper location at the conclusion of the session. Weighted bars should not be left on the rack.
- m. Recreation and Wellness Staff reserve the right to modify or prohibit any exercise deemed unsafe or inappropriate.

2. Weather policies

- a. Inclement weather
 - i. If lightning is observed or thunder is heard, all outdoor spaces will be closed for 30 minutes from the last occurrence.
 - ii. All patrons must return indoors.
 - iii. The space will open back for use once the Operations Manager has given the “all clear” notice.
- b. Heat Index
 - i. An issued heat advisory by UHCL Emergency Management, UHCL Police Department, or the National Weather Service will result in the immediate closure of the outdoor fitness zones and cancellation or alteration of any outdoor activities.
 - ii. Due to the extreme heat and humidity, the outdoor fitness space can be closed due to dangerous conditions.

Heat Index	Risk Level	CRW Action/Response
Less than 91 degrees	Low	No action needed; stress hydration

92 to 96 degrees	Moderate	Implement precautions and heighten awareness of hydration and rest
97 to 100 degrees	High	Additional precautions, reduce programming, close RWC outdoor fitness zone.
101+ degrees	Very high to Extreme	All outdoor spaces closed, all outdoor programming suspended, limit outdoor exposure as much as possible.

Open Recreation

1. Campus Recreation and Wellness strives to ensure that no single activity, special event, and/or sport dominated the use of the RWC.
2. When spaces are not in use for programming or other reservations, it is available for open recreation.
3. Open Recreation use is determined on a first come, first serve basis outside of programmed activities.
4. Patrons must provide their UHCL ID or member ID number to check out equipment.

Court Spaces

1. Court use for activities
 - a. Court 1
 - i. Basketball
 - ii. Volleyball
 - iii. Badminton
 - iv. Pickleball
 - v. Table Tennis
 - vi. Individual workouts that do not interfere with sports related activities.
 - b. Court 2
 - i. Basketball
 - ii. Volleyball
 - iii. Table Tennis
 - iv. Individual workouts that do not interfere with sports related activities.
 - c. Multi-Activity Court (MAC)
 - i. Indoor Soccer
 - ii. Volleyball
 - iii. Table Tennis
 - iv. Individual workouts that do not interfere with sports related activities.
2. Basketball Courts
 - a. Dunking on basketball goals is allowed during game play only. Hanging on the net/rim is prohibited at all times.
 - b. Kicking or throwing basketball balls into the wall is prohibited.
3. Volleyball Courts
 - a. VB can be requested during open recreation times but must be set-up and adjusted by Campus Recreation and Wellness staff only.

- b. Patrons may not adjust net heights, tighten the nets, or attempt to remove net systems on their own. Please request assistance from Campus Recreation and Wellness staff.
 - i. Ceiling mounted volleyball systems must be secured to the ground prior to tightening of the net. If this is not done properly, the risk of bending or damaging the entire system is significantly higher.
 - ii. Overtightening of the net may lead to damage of the entire systems.
 - c. Do not hang on or pull on net systems.
4. Badminton courts
- a. Badminton can be requested during open recreation times but must be set-up and adjusted by the Campus Recreation and Wellness staff.
 - b. Do not hang on or pull on net systems.

Equipment Checkout

1. All equipment must be checked out and checked in with an Operations Assistant at the Welcome Center.
2. Equipment is checked out on a first come, first serve basis and may not be reserved.
3. Patrons must provide their UHCL ID or member ID number to check out equipment.
4. Workout towels are available for all RWC patrons. All towels must be checked in prior to depositing it into the laundry bin.
5. Only RWC members may check out sports or fitness equipment. Guests may check out workout towels only.
6. All indoor equipment must be returned by the close of the business day.
7. All outdoor sports equipment must be returned by the close of the following business day from when it was checked out.
8. Patrons will be charged for any damaged or lost equipment. Fees will be the price of purchasing the replacement item, including shipping or other costs.
9. Patrons that have not returned equipment (including workout or shower towels) can lose privileges with RWC facilities and programs.
 - a. Student restrictions will not exceed two weeks in length and will then be referred to the Dean of Students office for further action.
 - b. A non-student will have his/her membership suspended (without a refund) until financial restitution is made.

Lockers

1. Campus Recreation and Wellness is not responsible for lost/stolen or damaged items. Do not leave valuables such as jewelry, wallets, electronic devices, or credit cards unsecured.
2. Campus Recreation and Wellness staff may not hold or store personal items for patrons.
3. Personal bags may not be carried throughout the facility or activity spaces or left on floor or benches/bleachers.
4. Day-Use Lockers
 - a. Use of day use lockers are free
 - b. Combinations are set by individual participants each time a locker is used.
 - c. Forgotten locker or lock combination

- i. In the event that a patron forgets the locations/combination of their locker, patrons must complete a request form for the Operations Manager to assist them in finding their locker.
 - ii. The patrons must provide a description of the items in the locker prior to lockers being accessed.
 - iii. Patrons will be given a maximum of five attempts to locate their items.
 - iv. If the items are still are not found after five attempts, the patron may return at the close of the facility to claim their items.
 - d. Items left in a day-use lockers at the close of the facility will be removed and held in lost and found for 60 days for non-valuables and 24 hours for valuables. Valuables will be taken to UHCL Police Department at the end of the business day. Contact UPD at 281-283-2222 to ask about valuable items.
5. Rental Lockers
- a. There are a maximum of 30 rental lockers in the men’s and women’s locker rooms.
 - b. Rental lockers can be purchased at any point during the year.
 - c. Rental lockers must be renewed or cleared by the last day of the rental contract or a \$10 clearing fee is charged to locker holder.
 - d. Personal items left in lockers at the end of the rental contract period are held for 60 days for non-valuables and 48 hours for valuables after the locker expiration date. Valuables will be taken to UHCL Police Department at the end of the business day. Contact UPD at 281-283-2222 to ask about valuable items.
 - e.

Lobby

- 1. Reservations of space within the lobby is restricted to tabling only.
- 2. Personal items may not obstruct the walkways or open space.
- 3. Moving furniture is not allowed without the expressed approval of RWC staff.

Plazas and RWC Outdoor Spaces

- 1. Requests for use of any space managed by Campus Recreation and Wellness must be made through the [online reservation process](#).
 - a. Any use of tables and chairs must remain in their assigned area to prevent blocking the flow of traffic.
 - b. Events likely to involve amplified sound (e.g., band or dancers) or in which microphones are used (e.g., speaker or debates) must follow university policies. Reservations can restrict the use of amplified sound due to academic class disruption before or during an event.
 - c. Vehicles may not be parked in the plaza, including mopeds.
 - d. Bicycles must be parked in bike racks.
 - e. Skating and skateboarding are not allowed in the plaza areas.
- 2. Chalking of sidewalks is not allowed.
- 3. Any posting of any promotional material must be approved through CRW Marketing and Promotion staff. Any unapproved outdoor promotional materials will immediately be removed and discarded. Any flyers, notices, or other physical materials taped to doors will be removed and discarded immediately.

General Group Fitness Policies

1. Class Registration
 - a. Participants may log in to their online account through rwconnect.uhcl.edu and register for a class in advance.
 - b. Online registration will open 36 hours prior to class and will close 30 minutes prior to class.
2. Class Cancellation
 - a. You may cancel your registration by logging into rwconnect.uhcl.edu or by calling the Campus Recreation and Wellness Center at 281-283-2330 by giving your full name and UHCL membership ID number.
 - b. You must cancel your registration up to three (3) hours prior to class in order to avoid a penalty
 - c. Penalties will be given to participants who register for a class and do not show up.
 - i. First offense: email warning
 - ii. Second offense: email warning
 - iii. Third offense (and all subsequent offenses): participant will be blocked from online group fitness class registration for 5 days
3. Arrival for class
 - a. To claim your registered spot, you must arrive no later than 15 minutes prior to class; late attendees will incur a penalty.
 - b. Pre-registered participants arrive 10 minutes prior to start of class.
 - c. Check-in begins 10 minutes prior to start of class.
 - d. If not checked in 5 minutes prior to start of class, pre-registered spot is forfeited and stand-by participants are allowed to take that spot.
4. Standby
 - a. In the event that a participant cannot or does not register for a class, the standby line is an option. Simply show up 15 minutes before the class and if there are any empty spots 15 minutes prior to the class start time, you may be admitted, according to class capacity.

General Personal Training Policies

1. Personal training may only be conducted by Campus Recreation and Wellness personal trainers.
2. Training sessions/packages are non-transferable.
3. Refunds for personal training services are determined on a case by case basis by departmental admin. Any requests for refunds should be addressed with the [Coordinator for Fitness and Wellness](#).
4. Availability is limited and clients may be placed on a wait-list until an appropriate trainer becomes available.
5. Clients may elect to transfer to a different trainer at any time for any reason by contacting the [Coordinator for Fitness and Wellness](#).
6. Clients must comply with all Campus Recreation and Wellness facility policies.

Photography and Media Policies

1. Campus Recreation and Wellness takes the safety and privacy of our patrons very seriously. Personal privacy of participants must be respected and participants can decline to be included any photography.
2. Photographic devices may not be used in the locker rooms and restrooms.
3. Requests for photography or videography of Campus Recreation and Wellness participants or facilities:
 - a. Must be made at least 48 hours in advance by emailing campusrecreation@uhcl.edu. The request will be reviewed by RWC administration and a confirmation or alternative options will be sent to the requestor.
 - b. Requests are reviewed on a case-by-case basis and are not guaranteed approval.
 - c. A Campus Recreation and Wellness staff member may supervise any approved recording or photography in the RWC.
 - d. A media pass must be worn and plainly displayed during the entirety of the photo/video shoot. Persons without an approved media pass will be asked to leave the facility.
4. All other media issues/requests fall under the University Marketing and Communications policies.
5. For personal use:
 - a. Personal use is defined as photos and videos of self, friends, or family obtained informally.
 - b. Taking photos or video of identifiable individuals without their consent is prohibited
 - c. Personal privacy of participants must be respected. You must have the explicit permission of every person who may be identified in any photo or video.
 - d. Photography and videography inside of locker rooms or restrooms is completely prohibited at all times.
 - e. Photography/videography of minors (individuals under the age of 18) requires permission of a parent or guardian.
 - f. Participants have a right to decline.
 - g. Practice:**
 - i. If patrons are photographing themselves or a small group that are obviously consenting to the photograph, RWC staff will remind the patrons of not including others in the background and being mindful of others right to privacy
 - ii. If a patron not involved in the photograph have concerns or do not consent, then the person taking the photograph needs to delete the photograph. If they refuse, then UHCL PD may be called to intervene.
6. For academic use:
 - a. CRW supports and recognizes the need of students who require taking photo/video as part of their academic coursework.
 - b. Academic use is defined as media obtained/reproduced for academic purposes including class projects.
 - c. Students wishing to take photos or video in RWC and/outdoor spaces for academic use must have approval in advance.
 - d. Students taking photo or video for academic use must obtain explicit permission of every person who may be identified in any photo or video.
 - e. Students are not permitted to take photos during group fitness classes for personal or academic use. Exceptions may be made for fitness special events.

7. For Student Media:
 - a. If you are a student reporter for a publication, such as *The Signal*, please contact the Director of Campus Recreation and Wellness at campusrecreation@uhcl.edu or millsb@uhcl.edu to arrange photography/videography of indoor spaces and any requested interviews.
8. For Outside News Media:
 - a. Campus Recreation and Wellness accommodates reasonable requests for journalistic, news-related, and non-commercial shooting by members of the media.
 - b. All outside media requests must be approved by the Vice President of Student Affairs prior to scheduling.
9. For Commercial Use:
 - a. All requests must go to University Marketing and Communication:
 - i. Email: marcomm@uhcl.edu
 - ii. Phone: 281-283-2015
 - iii. Website: <https://www.uhcl.edu/news-events/media>
 - b. UHCL restricts the use of its land or buildings for commercial filming. Non-news and commercial film shoot requests must be submitted to University Marketing & Communications. Express permission, a Facility License Agreement and proof of insurance is required. Requests will be considered on a limited, case-by-case basis.
 - c. University Marketing & Communications will consider film and photography requests featuring the involvement of UHCL students, faculty or staff or the creation of television, documentary or educational programs with subject matter related to the University. Programs or proposals with no subject matter or relation to the University may not be approved.
 - d. Non-news and commercial requests must be made in writing at least 30-days prior to the proposed shooting.
 - e. If you wish to shoot photo/video in the Campus Recreation and Wellness Center or its outdoor spaces for commercial use, please refer to the reservation and rental policies and contact the AD of CRW.

Tours

1. The RWC is available for facility tours.
2. Groups over 15 visitors will be asked to split into smaller groups so as to not create any congestion or traffic flow issues in certain spaces. This may require larger groups to need multiple tours.
3. Self-guided tours are allowed by speaking to the Operations Manager or Operations staff at the Welcome Center staff.