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 members 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 Life Policies/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 follow the following policies:

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**FACILITY GUIDELINES**

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 members 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 Life Policies/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 follow the following policies:

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**MEMBERSHIP POLICIES**

1. The following groups are eligible to become RWC members:
   a. UHCL Student Memberships
      i. Fee-Paying Student
         1. Fee-paying students taking one or more semester hours at UHCL and have paid a portion of their semester fees automatically become Campus Recreation and Wellness (CRW) members when they register for classes.
      ii. Non-fee paying students
         1. UHCL does not offer any waivers for dedicated student fees. However, some students are part of a scholarship or academic financial support program that excludes student fees while enrolled in classes. These programs generally are associated with military or veteran assistance programs (GI Bill, Texas Hazelwood Act, etc.). Students who are utilizing these programs still have access to the CRW and all programming and must simply complete required waivers, PAR-Q, and normal procedures for accessing the facility and programming.
      iii. Students that withdraw from classes
         1. Students who enroll in classes but later withdraw from the University will be denied access to CRW facilities and programs. Withdrawn students do not get any fees refunded by UHCL.
      iv. Continuing Student
         1. Students who are not enrolled in summer classes or are taking a semester off immediately following or prior to enrollment are eligible to join CRW for no more than one semester after their most recent semester of enrollment and pay the current monthly student rate.
         2. *Students, who withdraw from the university due to being called to active duty by a branch of the United States Armed Forces, but would like to maintain their CRW membership, are eligible to purchase a Continuing Student membership at the current
b. Non-Student Memberships
   i. Faculty, Staff and Retirees
      1. UHCL faculty, staff and retirees are eligible to purchase a CRW membership. A faculty or staff member is defined as a part-time or full-time benefits eligible employee. Retirees are any former faculty or staff members who retired directly from UHCL. UHCL employees must secure a UHCL ID card from Human Resources that indicates their employment status prior to completing their membership. The UHCL employee ID card is your membership card once you become a member.
      2. CRW will host Free Preview Weeks to start every semester. We encourage all UHCL faculty and staff to visit the facility, try our programming, and take advantage of any events we host during the preview weeks. Information will be sent on a semester basis outlining what opportunities are available.
   ii. UHCL Graduating Alumni (from Fall 2016)
      1. The Campus Recreation and Wellness dedicated student fee was started in Fall 2016. Any graduate of UHCL since the time the fee was collected (Fall 2016-August 2018) will be able to purchase an alumni membership that is the same rate as the current monthly student rate. This membership will be available through the end of the spring semester in May 2020 as a thank you to those students who supported the construction and development of the department but graduated and did not get to utilize the facility.
   iii. UHCL Lifetime Alumni Members
      1. Graduates of UHCL who have purchased the UHCL Lifetime Alumni Membership are eligible to purchase a membership at a lower rate than non-lifetime alumni members. Parking is included in your lifetime alumni membership. More information about becoming a lifetime alumni member can be found on the UHCL Alumni Association website at https://www.uhcl.edu/alumni/association/lifetime-membership.
   iv. UHCL Non-Lifetime Alumni Members
      1. UHCL alumni who have not purchased the UHCL Lifetime Alumni Membership are eligible to purchase a membership. Parking is NOT included in the membership and must be purchased separately through the University parking office.
   v. Spouses/Partners of RWC Members
      1. A UHCL student, faculty, staff, or alumni can “sponsor” their spouse or partner to become a member with CRW. The membership rate for the spouse/partner will be the same rate of the sponsoring member (student spouse/partner pays the student membership rate, faculty/staff spouse/partner pays the faculty/staff rate, etc). Spouse/Partner memberships can be purchased without a membership from the “sponsor.” The sponsor must be present when membership is purchased to verify their spouse/partner eligibility.
         2. Acceptable documentation for spouse/partner includes:
            a. Driver’s licenses
            b. Passport
            c. Car/Homeowners/Other types of insurance
            d. Marriage license
            e. Current monthly bill showing both names and a single address
            f. Current bank statement/payroll check stub
            g. Current rental or mortgage agreement
            h. Current year income tax return
   vi. Dependents of RWC Members
      1. RWC members may sponsor dependents including dependent children (at least 5-17 years old) or adults (18-25 years old) living in the same household. Documentation to
verify household eligibility is required and must be presented at the time of registration. Any dependent children under the age of 17 must be accompanied at all times by the sponsor, meaning the sponsor must also purchase a membership. Dependents ages 18-25 can utilize the facility without a sponsor, but the sponsoring CRW member must appear in person to verify their agreement to sponsor and sign the registration form.

2. Acceptable documentation for dependents includes:
   a. Birth certificate
   b. Driver’s License
   c. Passport
   d. School Identification Card
   e. Car/Homeowners/Other types of insurance
   f. Current year income tax return

vii. Corporate Sponsor Members

   1. Companies or businesses that become corporate sponsors of UHCL Campus Recreation and Wellness will have access to a pre-determined number of memberships, which will have a discounted community rate and can be purchased by employees or partners of the company or business. Corporate sponsors have a wide range of opportunities to engage and collaborate with our department. The number of discounted community memberships is dependent on the level of giving. More information can be requested by contacting The Office of University Advancement. Potential corporate sponsor members must pass a background check before they are eligible to purchase a membership. Parking is NOT included in the membership and must be purchased separately through the University parking office.

viii. Community Members

   1. Members of the community must pass a background check before they are eligible to purchase a membership. A background check will be conducted by UHCL PD for all potential community memberships. Your membership can be revoked if the background check provides potential issues. Parking is NOT included in the membership and must be purchased separately through the University parking office.

c. Guest Passes

   i. All CRW members are allowed two guest passes per semester. Guest passes do not transfer from one semester to the next and are not allowed to be transferred to another member. Sponsors are required to be with their guest at all times. The sponsor is responsible for any issues related to their guests and will be held accountable for any lost, stolen, or damaged property or any incidents involving your guest.

   ii. Guests may not participate in sport club events or intramural sports events as a participant. Guests may utilize group fitness classes that are open to anyone, but may not access restricted group fitness classes (Group Fitness Pass required).

d. Day Passes

   i. All CRW members can purchase day passes for their guests if they have used all of their available guest passes. Day passes are $10.00/guest and sponsors are limited to no more than four passes per day. Sponsors are required to be with their guest at all times. The sponsor is responsible for any issues related to their guests and will be held accountable for any lost, stolen, or damaged property or any incidents involving your guest.

   ii. Guests may not participate in sport club events or intramural sports events as a participant. Guests may utilize group fitness classes that are open to anyone, but may not access restricted group fitness classes (Group Fitness Pass required).

e. Personal Care Assistants (PCA)

   i. PCAs are eligible to access the RWC in order to aid someone with their physical activity. The PCA will be required to sign a CRW waiver, membership form, and have their picture taken for a Campus Recreation Volunteer ID Card. PCAs can access the RWC only during times
accompanying the individual needing assistance, remaining with the individual needing assistance. PCAs can attend various events and programs offered by Campus Recreation to assist those in need. PCAs are not allowed to work out or use the facility for their own benefit when accessing the facility to assist their client.

2. To utilize the RWC every member must present a valid UHCL ID card to enter the facility
   a. Lending or using another individual’s ID is against RWC policies and the UHCL Student Code of Conduct and will result in its confiscation and suspension of membership until a meeting is held with the Assistant Director of Campus Recreation.
   b. CRW reserves the right to turn over any confiscated card to UHCL Dean of Students or UHCL PD.

3. Members receive one courtesy pass per semester if they forget their UHCL ID or membership ID cards. You must present a valid photo ID and know your UHCL ID/membership number.

4. Annual memberships paying monthly are automatically renewed and will reflect any and all increases in September of each year unless you notify member services in writing 30 days prior to the renewal date.

5. Memberships are nonrefundable unless you are separating from the university or have a documented medical reason.

6. Refund Policies
   a. If payment was made by credit card, the refund is returned to the original credit card.
   b. For purchases made by cash or check, established University procedures are followed, which may take up to four weeks for the refund to be processed.
   c. Programs that are canceled due to low enrollment or weather will receive a full refund.
   d. All refunds given are in the form a direct deposit. Anyone wishing to request a refund must complete the following forms (found online at [http://www.uh.edu/administration-finance/vendor/vendor-setup-requirements/](http://www.uh.edu/administration-finance/vendor/vendor-setup-requirements/)) and they must be submitted by fax to UH System Accounts Payable at 713-743-0521. Cash refunds are not permitted by University accounting policy.
   e. There are no refunds given for locker rental, or towel service. All sales of those items are final and you are not refunded for a semester purchase if you choose to cancel your membership.
   f. No refunds will be awarded if member has been suspended due to a RecWell policy violation during current term.

7. Cancellation Policies
   a. A payroll deduction cancellation form must be completed and submitted by the member 30 days prior to the expiration date. The cancellation fee will be applied in one single payment following the cancellation. Those who complete their original membership agreement may cancel their membership when they choose by simply completing the Membership Cancellation Form and emailing the signed document to campusrecreation@uhcl.edu
   b. Cancellation Fees
      i. Annual Membership cancellation: A $75.00 cancellation fee will apply to members who sign for an annual payroll deduction membership and do not fulfill their first full 12-month agreement.
      ii. Semester Membership cancellation: a $40.00 cancellation fee will apply.

8. Spectator Access Policies
   a. A current RWC member can request a spectator pass for someone for persons wishing to spectate Intramural Sports or Sport Club events. A Spectator Pass allows for spectating of intramural sports or sport club events only, not open recreation. This spectator pass will NOT count as one of your guest passes as the spectator will only be in the facility for a short period of time will not be utilizing the facility beyond spectating. The single use Spectator Pass will be required for the spectator to enter the facility. The sponsor will need to accompany the spectator and the spectator must wear the wristband while in the facility. If a child or dependent is spectating, the parent or legal guardian must be with them at all times.
   b. To request a spectator pass:
      i. A spectator pass must be requested at least 24 hours before the requested day and time.
      ii. Complete the online form from the Campus Recreation and Wellness website under the tab Recreational Sports at the departmental website.
iii. Your spectator pass will be available at the Welcome Center check-in station 30 minutes prior to the requested time.
iv. The spectator must provide a photo ID at the time of check-in and must complete the required waivers to receive the spectator pass.
v. Return the spectator pass to the Welcome Center when the game/match is complete.

ACCESS POLICIES

1. Membership is required for all participants to access the Campus Recreation and Wellness Center.
2. University of Houston-Clear Lake students who are currently taking one or more semester hours and paid the Campus Recreation Fee have access to use all Campus Recreation and Wellness facilities and programs and are considered members.

GUEST RIGHTS & 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 program 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. All participants must complete a liability and indemnification waiver before they can utilize the Recreation and Wellness Center and additional waivers for programming and special events. Most waivers will be provided online through the Fusion portal and can be signed electronically. Along with the liability waiver, all participants must complete a PAR-Q form as part of their facility membership process or activation of their student account. These waivers and PAR-Q forms are all valid from September 1 through August 31 of the academic year.
4. Food is not allowed beyond the access control point in the RWC.
5. The Department of Campus Recreation and Wellness allows the admittance and use of non-alcoholic beverages in only spill-proof, break-resistant containers within the facility.
6. Apparel policies
   • Shirts
     o Shirts must be worn at all times in all public areas.
     o Upper body clothing should fully cover the chest and torso. No open holes on the sides.
     o Cropped tanks, halter-tops, muscle tanks, and sports bras (only) are not permitted as the only upper body shirt.
     o Clothing that exposes skin below the pec line is not permitted.
   • Bottoms
     o Shorts must cover the entire buttocks and groin when exercising or moving.
     o Shorts may not be made of denim, have metal clasps or buttons, and must not damage any equipment.
   • Shoes
     o Non-marking athletic, close-toed shoes must be worn in all activity areas.
     o Shoes must be worn at all times unless specified for a specific program (yoga, etc).
     o Examples of prohibited shoes include, but are not limited to, cleats, sandals, stocking feet and/or hard-soled shoes.
7. Mopeds, bicycles, and electric scooters are not allowed inside the RWC. All of these modes of transportation must be parked in appropriate designated spots outside of the facility.
8. Skateboards, roller-skates, rollerblades and non-electric scooters are not allowed to be operated in the RWC.
9. Chewing gum is not allowed Inside of the RWC.
10. Pets, with the exception of service animals, are not allowed.
11. Disorderly conduct, abuse of the facility, equipment, or staff and/or disregard for the recreation and wellness centers' policies will result in immediate dismissal from the facility. Additional sanctions may include: disciplinary action, reimbursement for damages, and/or potential suspension from the facilities and programs.
12. Exclusive Use
   - Individuals using the RWC for organized or structured activities (defined as more than 8 people) 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.
   - Exclusive use is only permitted with the advanced rental or reservation of facility space.
   - Examples of prohibited activity include, but are not limited to:
     - Organized practices or activities (defined as more than 8 people)
     - Personal training conducted by non-Campus Recreation and Wellness staff
     - Private instruction
     - Services for which compensation is rendered
     - Sales
     - Solicitation
13. Personal items such as backpacks or shoulder bags are not allowed in the rooms/activity areas unless placed in designated day-use lockers. Day-use lockers are available in the locker rooms and throughout the facility.
14. Staff members are not responsible for lost or stolen property. 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 sex discrimination of any kind. More detailed information related to Sexual Misconduct can be found online at https://www.uhcl.edu/policies/title-ix/policies

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**INDOOR TRACK/SATELLITE FITNESS ZONE POLICIES**

1. No more than two runners or walkers side by side. Inside lanes are designated for walking; outside lanes are designated for running/jogging.
2. Sitting, leaning or stretching on the railing is not allowed.
3. Spike shoes, turf shoes, boots, sandals and open-toed shoes are not allowed.
4. Wheeled devices are not allowed on the track, with the exception of ADA designated assistance devices and strollers.
5. Lunging is permitted in the inside (walking) lane only. Lunging patrons must follow the direction of the track at all times.
6. The following is prohibited:
   - starting blocks and hurdles.
   - spectating court activities.
   - fitness equipment.
   - any weight equipment.
7. Stretching and mat-work are allowed in designated areas only.

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**FITNESS ZONE POLICIES**

**General**

1. Personal radios are not allowed in the RWC unless used with headphones.
2. Personal training or private instruction at the RWC is restricted to those individuals who are employed by CRW (or have received approval from the Assistant Director) for this purpose. No solicitation is allowed.
3. Users are required to wipe down equipment after each use. Gym wipes are available throughout the facility.
4. Equipment may not be altered or removed from the space unless under the direction of a CRW staff member.
5. Use of equipment other than for its designed function is prohibited.
6. Fitness Assistants are available to assist in spotting you during lifts. They cannot assist you for extended periods of time.
7. Patrons who are mis-using 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.
8. Fitness Assistants are not allowed to provide personal training services or give instruction on how to perform lifts or exercises. Only personal trainers are allowed to provide that information.
9. Fitness equipment like weight belts, jump ropes, weight belts, etc. can be checked out from the Welcome Center using your membership ID and must be returned after use.
10. Extraneous grunting, growling, yelling is not permitted while performing lifts. You will be asked to stop and if it continues, you will be asked to leave the space.

Weights
1. Collars must be used on all free bar lifts with plates.
2. All weight training should be performed in a controlled and safe manner. Slamming, dropping, or bouncing weights is prohibited.
3. Re-rack weights in the appropriate location after use. Dumbbells should be returned to the correct spots on the dumbbell racks. Plates should be returned to the correct storage rack on benches.
4. Let others “work in” sets in the weight room.
5. During peak hours (3p-8p Monday-Thursday) please limit your time on cardio machines to no more than 30 minutes.
6. Each participant is only allowed to have one set of dumbbells off the rack at a time.
7. Olympic Lifting Area Policies
   1. Only one patron may use an Olympic lifting platform/rack at a time.
   2. Olympic lifting platforms must be clear of all equipment and personal items prior to performing a lift.
   3. Use clips/collars on all Olympic bars.
   4. Bumper plates must be used for Olympic lifts on the designated platforms. Non-bumper plates can be used for non-Olympic lifts.
   5. Lifters engaged in Olympic lifting must face the Olympic Squat racks at all times.
   6. Only Olympic lifting bars may be used on the platforms for Olympic style lifts.
   7. Lifters must release weight in a controlled and safe manner on the descent.
   8. Lifting chalk is not allowed in the weight room.

Cardio
1. There is a 30-minute limit on all cardiovascular equipment during peak times (3p-8p Monday-Thursday).
2. Weights or other fitness equipment is not allowed on cardio machines.
3. The use of Technogym harnesses or attachments must be checked out from the Welcome Center using your membership ID and must be returned after use.

MULTIPURPOSE ROOM POLICIES

1. Priority for use of the multipurpose rooms is given to CRW programs and recognized student organization reservations.
2. Equipment provided in a group fitness class (hand weights, tubing, rubber bands, etc.) may not be taken out of the room in which the class is being held unless instructed by CRW staff members.
3. Personal hand weights are not allowed.
**LOBBY/COMMON AREA POLICIES**

1. Reservation of space in the lobby/common area is restricted to CRW/Fitness and Human Performance program, student organizations and UHCL departments events.
2. Tabling, individual or group solicitation without a reservation is not allowed in the space.
3. CRW staff may only adjust television and radio programming.
4. Personal items may not obstruct the walkways. Users must move any item obstructing walkways at the request of staff; this includes laptop cords and bags.
5. Moving furniture is not allowed.

**EQUIPMENT CHECKOUT POLICIES**

1. Only RWC members may check out equipment. Guests are not allowed to checkout equipment.
2. To check in/out equipment you must present your Membership ID Card# or card.
3. All indoor equipment must be returned by close of the facility each day. All outdoor equipment must be returned by close of the facility the next day.
4. Equipment is checked out on a first come, first served basis and may not be reserved.
5. Workout towels are a free service for all members. Workout towels must be checked out using your membership ID. Workout towels must be checked back in before placing them in the laundry bins.
6. If the equipment is not returned within two weeks of being checked out, the equipment will be considered lost and the individual must pay the established replacement cost.
7. Users will be charged for damaged equipment.
8. Users that have not returned equipment (including workout or shower towels) will be restricted from using the RWC facilities and programs. Student restrictions will not exceed two weeks in length and will then be referred to the Dean of Students office for further action. A non-student will have his/her membership suspended (without a refund) until financial restitution is made.
9. Members must see an Equipment Center assistant to return all equipment, including workout towels, before the end of the day.

**LOCKER POLICIES**

1. The lockers in the RWC are available for day-use (free) and semester or annual rentals.
2. Items left in a day lockers at the close of the facility will be removed and held in lost and found for no more than one week.
3. 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. Valuable items will be kept for no more than three weeks before being taken to UHCL UPD.
4. Semester and annual lockers are available for rent on a first-come, first-served basis. Lockers rentals go on sale the first day of classes each semester and continue throughout the semester or until sold out. More information regarding locker rental can be found online or through your rwconnect account.
   1. Lockers must be renewed or cleared by the last day of the rental contract or a $10 clearing fee is charged to locker holder.
5. Personal items left in lockers at the end of the rental contract period are held for three weeks after the locker expiration date before being disposed of according to approved University procedures.
6. Personal toiletry items such as cleansing products, hair care products, razors, wash clothes, etc., are not held kept for any length of time and will be thrown away immediately.

7. Campus Recreation and Wellness staff may not hold personal items for patrons.

8. Combinations are set by individual participants each time a locker is used.

9. In the event that a patron forgets the locations/comboination of their locker, they will be given a maximum of five attempts to locate their items. If the items are still not found after five attempts, the patron may return at the close of the facility to claim their items.

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**PLAZAS, BACK AND FRONT YARD POLICIES**

1. Requests for use of the plaza or lobby must be made through RWC online reservation process.
2. Vehicles may not be parked in the plaza, including mopeds.
3. Bicycles must be parked in bike racks.
4. Skating and skate boarding are not allowed in the plaza areas.
5. Users may rent tables and chairs, and must remain in their assigned area to prevent blocking the flow of traffic.
6. Events likely to involve loud noises (e.g., band or dancers) or in which microphones are used (e.g., speaker or debates) should be held when classes are not being held in the RWC or STEM building.
7. Chalking is not allowed.
8. 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.

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**OPEN RECREATION**

1. Campus Recreation and Wellness strives to ensure that no single activity, special event, and/or sport dominates the use of the RWC.
2. Court 1 & 2 will alternate between basketball, badminton and volleyball for informal recreation. A schedule of informal recreation activities will be posted on the campus recreation and wellness website and on court signage.
3. The RWC is available to be used by active members and approved guests for drop-in and open recreation use on a first come, first serve basis for the designated activity time.
4. Volleyball and Badminton Open Recreation
   - When four or more volleyball players are present, non-volleyball users must vacate the court during volleyball open recreation.
   - When two or more badminton players are present, non-badminton users must vacate the court during open recreation.
   - Outside open recreation for badminton and volleyball, courts 1 & 2 are set-up for basketball.
   - Volleyball and badminton can be set-up upon request on any court outside of the designated times set for volleyball as long as the court is available and no one else is using the court. Kicking other members off the court is prohibited.
5. Table tennis open recreation will be set up on the MAC gym. MAC gym is set-up for indoor soccer during informal recreation time.
6. The MAC gym is available for table tennis during its designated open recreation times. Outside of this, the MAC gym will be open for indoor soccer as long as there is no scheduled program or rental.
GROUP FITNESS

- Class Registration
  - Participants may log in to their online account through rwconnect.uhcl.edu and register for a class in advance.
  - Online registration will open 24 hours prior to class and will close 30 minutes prior to class.
- Class Cancellation
  - You may cancel your registration by logging into rwconnect.uhcl.edu or by calling the Campus Recreation and Wellness Center at 281-283-xxxx by giving your full name and UHCL membership ID number.
  - You must cancel your registration up to 3 hours prior to class in order to avoid a penalty
  - Penalties will be given to participants who register for a class and do not show up.
    - First offense: email warning
    - Second offense: email warning
    - Third offense (and all subsequent offenses): participant will be blocked from online group fitness class registration for 5 days
- Arrival
  - To claim your registered spot, you must arrive no later than 15 minutes prior to class; late attendees will incur a penalty.
- Standby
  - 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.

PERSONAL TRAINING

- Training sessions/packages are nontransferable and nonrefundable and expire 120 days after the date of purchase.
- Availability is limited and clients may be placed on a wait-list until an appropriate trainer becomes available.
- Clients may elect to transfer to a different trainer at any time for any reason by contacting the Assistant Director for Campus Recreation and Wellness.
- All cancellations must be made a minimum of 24 hours in advance. Late and uncommunicated cancellations will result in the loss of a session.
- Personal Training will only be conducted by current, on-duty Campus Recreation and Wellness staff.
- Trainers and clients must comply with all Campus Recreation and Wellness facility and policies.

MEDIA POLICIES

The Department of Campus Recreation and Wellness has implemented the following photo and video policies to protect the rights and privacy of our patrons.
1. Photographic devices may not be used in the locker rooms and restrooms.
2. Requests for photography or video of Campus Recreation and Wellness participants or facilities must be made at least 72 hours in advance via online form. Requests are reviewed on a case-by-case basis and are not guaranteed approval.

3. Personal privacy of participants must be respected, and participants can decline to be included in shots.

4. A Campus Recreation and Wellness staff member must supervise any recording or photography in the Campus Recreation and Wellness Center.

5. All other media issues/requests fall under the University Marketing and Communications policies.

6. 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.

7. For Personal Use:
   i. Taking photos or video of identifiable individuals without their consent is prohibited, must be deleted and is cause for immediate removal from the RWC and will result in suspension from the facilities.
   ii. Personal use is defined as media of yourself, friends, or family obtained informally for personal/private use.
   iii. 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. Photography/videography of minors (individuals under the age of 18) requires permission of a parent or guardian. Participants have a right to decline.

8. For Academic Use:
   i. CRW supports and recognizes the need of students who require taking photo/video as part of their academic coursework.
   ii. Academic use is defined as media obtained/reproduced for academic purposes including class projects.
   iii. Students wishing to take photos or video in RWC and/outdoor spaces for academic use must have approval in advance.
   iv. Students taking photo or video for academic use must obtain explicit permission of every person who may be identified in any photo or video.
   v. Students are not permitted to take photos during group fitness classes for personal or academic use. Exceptions may be made for fitness special events.
   vi. Students must follow the terms set forth by University Marketing & Communications in the Student Film Agreement.

9. For Student News Media:
   i. If you are a student reporter for a publication, such as The Signal, please complete the online form to arrange photography/videography of indoor spaces and any requested interviews.
   ii. For any interviews, please contact the Director or Assistant Director to make arrangements.

10. For Tours:
   i. Photography and videography are permitted only of facility amenities. No patrons may be in the shots.
   ii. Group photography is only permitted outside of the facility and away from building entrances.

11. For Outside News Media:
   i. Campus Recreation accommodates reasonable requests for journalistic, news-related, and non-commercial shooting by members of the media.
   ii. Any interviews, photography, or videography must be requested through UHCL Marketing and Communications by emailing brandguide@uhcl.edu and obtaining approval.

12. For Commercial Use:
   i. 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.
   ii. Any interviews, photography, or videography must be requested through UHCL Marketing and Communications by emailing brandguide@uhcl.edu and obtaining approval.
iii. 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.

iv. Non-news and commercial requests must be made in writing at least 30-days prior to the proposed shooting.

v. 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.

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**LOST & FOUND POLICY**

1. Any found items should be turned in to the Welcome Center where the items will be logged as either valuable or non-valuable. Examples of valuable items, include, cell phones, wallets, tablets, or laptops. CRW staff will not search in personal belongings to determine if valuable items are inside.

2. Valuable items will be transferred to UHCL Police Department after three weeks.

3. CRW will only log and keep dry, non-perishable items.

4. CRW will not contact participants regarding lost items.

5. To retrieve a lost item, a patron will need to visit the Welcome Center desk. They must describe any lost and found items to the Operations Assistant. CRW staff will not provide any information about lost items over the phone.

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**TRANSGENDER POLICY**

University of Houston-Clear Lake 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.

The UHCL Department of Campus Recreation and Wellness will ensure that every student, faculty, staff, member, and sponsored guest has access to a locker room and bathroom facility in a safe, comfortable, and convenient environment. Transgender individuals shall not be forced to use the locker room corresponding to their gender assigned at birth. Such accommodations could include, but are not limited to private area in the locker room in the RWC. Two gender neutral restrooms are available in the RWC facility and include a sink, toilet, and shower.

Please contact the Director of Campus Recreation and Wellness at 281-283-2557 or email campusrecreation@uhcl.edu with questions or individual cases requiring evaluation.

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**TOURS**

1. The RWC is available for facility tours.

2. A tour request must be submitted at least 72 hours in advance for groups of 25 or more.
3. Large groups will be divided into groups of 20-25 person maximum. Not all groups may be given a tour at the same time.

4. Individuals or groups of less than 25 can do a self-guided tour of the facility by signing in at the Welcome Desk of the RWC. A reservation of at least 72 hours in advance is required for a guided tour.

5. Tour requests are made by completing the online form and tours are not final until a confirmation email has been sent.