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## Departmental Administration Contact Info

RWC Welcome Desk	Student Operations Manager	<a href="mailto:campusrecreation@uhcl.edu">campusrecreation@uhcl.edu</a>	281-283-2330
RWC Member Services Desk	Member Services Assistant	<a href="mailto:campusrecreation@uhcl.edu">campusrecreation@uhcl.edu</a>	281-283-2331

## Department of Campus Recreation and Wellness 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 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.

Campus Recreation and Wellness administration reserves the right to edit, implement new policies, or change policies for the purposes of safety and/or to meet standards of industry best practices.

## Departmental Facility Operations

Campus Recreation & Wellness first and foremost provides space for students to recreate, work, and grow. Because of this, we operate differently than a private gym in the following ways:

- All facilities managed by Campus Recreation and Wellness operate based on University of Houston Clear Lake academic and holiday calendars. Operational hours are established on an annual basis and are posted on our departmental website and social media platforms.
- We periodically close or alter our hours of operation due to University events, holiday breaks, and necessary maintenance projects that must be completed outside of the semester terms. 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.
- We periodically host tournaments and special events that may impact the availability of certain spaces in our facilities.
- Most positions are staffed by UHCL students. We provide a safe and positive work environment that prepares these individuals for life after UHCL. Disrespectful behavior will not be tolerated.

## Facility Spaces

The Department of Campus Recreation and Wellness operates the Recreation and Wellness Center, the Delta Outdoor Complex, and the Rec Field Complex. For more information about our facilities or renting our facilities visit our [website](#).

### Recreation and Wellness Center Amenities

- Seven Fitness Zones (10,000+ sq ft)
- State-of-the-art Cardio and Strength Equipment
- 1/8 Mile Indoor Track
- Three Indoor Courts
- Multi-Purpose Studios
- Large Locker Rooms and Two Private Shower/Restroom/Changing Rooms

### Rec Sports Field Complex Amenities

- Multi-Use, Natural Grass Field Space
- Sand Volleyball Court
- Sports Lighting (Dusk – 10:30pm)
- Bleacher Seating

### Delta Field and Outdoor Complex Amenities

- Multi-Use, Natural Grass Field Space
- Cricket Pitch
- Two Outdoor Basketball Courts
- Four Outdoor Tennis Courts
- Sports Lighting (Dusk – 10:30pm)

### Rec Sports Backyard Amenities

- Outdoor, Natural Grass Space
- Lighting

## Recreation and Wellness Center Memberships

### Currently Enrolled UHCL Students

- If you are a currently enrolled UHCL student, you are automatically a member of the Recreation and Wellness Center. Your membership is included in your tuition and fees. All students including bi-modal or 100% online, have access to the RWC for the semester you are enrolled.
- UHCL students who are enrolled in classes exclusively at the Pearland or Texas Medical Center campuses also have access to the RWC and all programming and services.
- This dedicated student fee is non-refundable unless decided by UHCL Administration.

### Continuing UHCL Students

- Continuing Student membership is available to students who were enrolled at University of Houston - Clear Lake in the most recent semester, but are not currently enrolled in classes.
- This includes students who are taking a semester or summer off, or have just graduated from the university.
- This membership rate will only be valid for one semester term directly following the most recent term of enrollment.

### UHCL Employees and Retirees

- If you are a UHCL Faculty or Staff Member (full-time, part-time, or temporary status). You are eligible for the UHCL Employee Rate.
- UHCL retirees must secure a UHCL ID card from Human Resources that indicates their former employment status prior to completing their membership.
- Faculty, Staff, and Retirees can add 1 spouse/partner to their membership at the UHCL Employee and Retiree Rate.

### Community & Alumni

- UHCL Graduates are eligible to purchase a Community & Alumni Membership
- Individuals not affiliated with UHCL are eligible to purchase a Community Membership

### Minors/Dependents Ages 16 & Up

- Minors age 16 & up are eligible for a full access membership, with some additional requirements:
  - A parent or legal guardian must have and maintain an active RWC membership.
  - A parent or legal guardian must accompany the minor during membership purchase. Photo ID verification and proof of relationship may be requested.
  - A parent or legal guardian must sign a consent form in addition to a waiver on behalf of the minor.

- The minor must present a valid form of government ID. Examples include: drivers license, state ID card, birth certificate, or passport.
- Minors will not be given guest passes with their membership purchase

## Minors/Dependents Ages 5-15

- Minors age 5-15 are eligible for a restricted membership, with the following requirements:
  - A parent or legal guardian must have and maintain an active RWC membership.
  - A parent or legal guardian must accompany the minor during membership purchase. Photo ID verification and proof of relationship may be requested.
  - A parent or legal guardian must remain with and supervise the minor at all times while in the Recreation & Wellness Center
  - Use of the facility is restricted to Family Hours (opening – 6:00pm daily) and the track and court spaces. Minors may not use fitness equipment, per guidance from the University of Houston System.
  - Minors will not be given guest passes with their membership purchase

## Health and Human Performance Institute (HHPI)

- The Health and Human Performance Institute (HHPI) is a community-based initiative led by the Exercise and Health Sciences academic program and provides resources, expert guidance and research-based support to help people in Bay Area Houston stay on track toward regaining their strength and health.
- HHPI member eligibility must be approved by HHPI administration. Please contact the HHPI Clinical Director, Joe Hazzard, for more information.
- The HHPI program is not under the Department of Campus Recreation and Wellness. All membership rates, fitness programs, consultation sessions, personal training services are conducted through and monitored by the Exercise and Health Sciences Academic Department.
- Memberships for HHPI are purchased through the Department of Campus Recreation and Wellness.

## Day Passes

- Individuals aged 18 and older can purchase a day pass, valid for one calendar day.
- Day Passes are non-transferable and are not eligible for refunds for any reason.
- Day Passes are not available for minors.

## Guest Passes

- All RWC members 18 & up are allowed two free guest passes per semester. These can be used at any time and do not require advanced purchase. Simply bring a guest and when checking in, let the RWC staff know you would like to use your guest passes, and they will take care of the rest.
- All guests are required to provide a photo ID and complete the required waivers. Guests under the age of 18 are required to have a parent or legal guardian with them at entry to sign all waivers. Facility access restrictions and minor policies apply to all guests under the age of 18.
- Guest passes are non-transferrable to other members and do not carry-over from one semester to the next.

## Parking

- Parking is not included in the membership and must be purchased separately through Campus Recreation for \$5/month at the Member Services Office.

## Membership Cancellation & Refund Policies

- Cancellation requests for recurring memberships must be received 5 business days prior to your next scheduled draft, on the first of each month.
- If you notice a billing discrepancy, please notify us promptly.
- Refunds are not issued for discrepancies more than 90 days.
- Refunds are not issued for the following items:
  - 4 Month or Annual Memberships
  - Assessed Student Member Fees
  - Day Passes

- Parking
- Locker or Towel Service
- Refund requests for memberships will be considered for changes in medical condition that prohibit participation (documentation must be provided).
- All personal training & nutrition packages must be used within 6 months of purchase date. Refunds cannot be issued due to lack of use.
- Cancellations for program refunds must be completed prior to the start of the program. No refunds will be issued after the first date of the program.
- Members with return drafts on payments will have memberships canceled until payment is received.

## General Facility Access Policies

- All members and guests should enter and exit the RWC through the designated entrance.
- 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).
- All patrons and guests accessing the RWC must complete all required waivers and forms. The completed waivers are valid from September 1 through August 31 of the following year.
- All patrons and guests accessing the RWC must have a photo ID (UHCL ID Card, RWC Membership card, or government issued photo ID) to enter the facility or must have photo verification on file in our Fusion Member Management System.
- Lending or using another individual’s ID is strictly prohibited, and will result in the following actions:
  - The ID will be confiscated and given to University Police.
  - The person using the ID card will not be permitted access to the RWC.
  - 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.

## Minor Policies

Minors are defined as anyone under the age of 18. The following policies will be enforced strictly:

- A parent or legal guardian must have and maintain an active RWC membership.
- A parent or legal guardian must accompany the minor during membership purchase. Photo ID verification and proof of relationship may be requested. Examples include: insurance, tax forms, ID, or other legal documents.
- A parent or legal guardian must sign a consent form in addition to a waiver on behalf of the minor.
- Parents, legal guardians, or minors found in violation of these policies are subject to suspension or loss of membership privileges.

### Minors Ages 16-17

Minors ages 16-17 with RWC Memberships

- May access the facility during all normal operating hours
- May utilize all spaces within the Rec Center

### Minors Ages 5-15

Minors Ages 5-15 have restricted access to the RWC, the following restrictions apply:

- A parent or legal guardian must remain with and supervise the minor at all times while in the Recreation & Wellness Center.
- Use of the facility is restricted to Family Hours (opening – 6:00pm daily)
- Minors age 5-15 may only utilize the track and court spaces. Minors may not use fitness equipment, per guidance from the University of Houston System.

- Minors are welcome to events specifically marked as family programs, and are not permitted to attend Group Fitness programs, Rec Sports events, or programs and special events for adults.

## Minors 4 & Under

Minors age 4 or younger do not require a membership. They may be present with a parent or legal guardian with a valid RWC Membership at no charge, but the following restrictions apply:

- A parent or legal guardian must remain within an arm's reach of their child at all times.
- Facility access is restricted to Family Hours (opening – 6:00pm daily)
- Parent or legal guardian may only use the track or court spaces with minors age 4 or younger.
- Strollers are only allowed on the track between the hours of opening – 5:00pm.

## Patron Conduct Expectations

The use of UHCL recreational facilities and programs is a privilege, not a right. 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.

- Patrons are expected to abide by all policies, procedures, and protocols developed by Campus Recreation and Wellness administration as well as all UHCL policies.
- Harassment or disregard of the directions provided by the staff will not be tolerated and may result in immediate removal from the facility, and/or further disciplinary action.
- Physical and/or sexual abuse, misuse/abuse of the facility and/or equipment, or vulgar, obscene, derogatory, or demeaning comments and gestures are unacceptable and may result in disciplinary/legal action, charges for damages, and/or loss of privileges.

## Violations of Conduct

- If a member is suspended from accessing the RWC due to a conduct violation, a meeting will be required with the Director of Campus Recreation and Wellness.
- A membership that is cancelled due to repeated policy violations, inappropriate behaviors, or gross misconduct will void the right for a refund for the current month. Future months may be refunded.

## Disciplinary Actions

- Disciplinary actions can include any of the following:
  - a meeting with the Director of Campus Recreation & Wellness
  - a suspension period
  - a probationary period
  - meeting(s) with the Dean of Students (if an enrolled UHCL student)
  - charges for damages
  - a full loss of membership privileges
  - legal action

## Rights of Due Process – UHCL Students

- Each student subject to disciplinary action arising from alleged violations of university regulations shall be assured procedural due process.
- 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.
- In all proceedings, the student shall be guaranteed substantive and procedural due process.

- A student can submit an appeal of disciplinary actions or sanctions to the Dean of Students Office by contacting them at [deanofstudents@uhcl.edu](mailto:deanofstudents@uhcl.edu).

## Student and Member Rights

- Student Responsibilities
  - 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.
  - 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 University reserves 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.
- Freedom from Discrimination
  - All RWC Members 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.
- Welcoming and Safe Space
  - All patrons should expect to feel safe and welcome while utilizing or participating in Campus Recreation and Wellness facilities and programs.
  - UHCL strives to promote an environment of belonging in all aspects of the university. UHCL facilitates a respectful environment with regard to individual, societal, and global perspectives. The RWC is a place for everyone, regardless of age, gender identity, race, ethnicity, religious preference, sexual orientation, physical ability, disability, veteran status or any other personal identity.
  - 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>
- Accessible Accommodations
  - The RWC center strives to provide accessible equipment and spaces for individuals of all abilities.
  - Individuals requiring an accommodation to use the RWC or other facilities managed by Campus Recreation and Wellness should contact either:
    - Departmental administration at [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu) or call 281-283-2331 to schedule an appointment.
    - Dean of Student office at [deanofstudents@uhcl.edu](mailto:deanofstudents@uhcl.edu) or call 281-283-2567 to schedule an appointment.
    - Accessibility Support Services at [disability@uhcl.edu](mailto:disability@uhcl.edu) or call 281-283-2648 to schedule an appointment.
- Private Restrooms, Showers and Changing Areas
  - Two family/all-gender private restrooms are available in the RWC facility and include a sink, toilet, shower, and changing area.
- Freedom of Speech, Expression, and Association
  - 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.
- Rights of Privacy



- A student has certain rights with respect to their educational records and personally identifiable information under the Family Educational Rights and Privacy Act (FERPA). Campus Recreation and Wellness must adhere to the guidelines set by FERPA. See [FERPA for more information](#).
- Campus Recreation and Wellness will not share members personal information including name, address, phone number, or financial information.
- Participation in Policy Development
  - University policy guarantees the right of students to participate in the initiation and development of university policy through shared governance.
  - A student or member may contact the Campus Recreation and Wellness administration at 281-283-2332 or email [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu). We strive to respond to all comments in a timely fashion.
  - The Campus Recreation Advisory Board is specifically designed for students, faculty, staff and community members to have their views considered at appropriate levels of the decision-making process for the department. Board members are selected annually. Interested individuals should contact [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu).
- Campus Carry Policies
  - UHCL [Campus Carry policies are found online](#).
  - The Campus and Recreation center is a campus carry exclusion zone, see UHCL [concealed carry exclusion zones](#).
  - Weapons of any kind are prohibited in the Campus Recreation and Wellness center, if seen, staff will contact the UHCL Police Department immediately.

## General Facility Policies

- 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.
- Patrons may not be under the influence of alcohol or drugs.
- Patrons should do their part in maintaining the cleanliness of the RWC and outdoor spaces. Please place all trash in trash bins, wipe down equipment before and after use, and report any spills to the staff in a timely manner.
- Food and Drink
  - Food, gum, and other similar items are not allowed beyond the Welcome Center entrance without prior approval.
  - Drinks allowed within the RWC include water, sports drinks, and/or a protein drink. All drinks should be spill-proof, break-resistant container with a re-sealable lid.
  - Groups that host approved events through rentals, reservations, or during special events may request food and drinks to be allowed during their event. This request is made through the facility request process.

## Appropriate Athletic Apparel

- Upper Body
  - Patrons must wear either a shirt or sports bra while using the RWC. This includes use of the outdoor fitness zone.
- Lower Body
  - To use fitness equipment, apparel must be made of athletic material so as to not scratch or damage padding or equipment or become snagged or catch on 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.
  - Clothing must cover the entire buttocks and groin when exercising or moving

- Shoes
  - Athletic, non-marking, close-toed shoes are required throughout the facility (both indoor and outdoor spaces).
  - Shoes must be worn at all times within the RWC, unless a specific RWC approved program allows for no shoes (example: Yoga or Pilates group fitness class).
- Exceptions:
  - Track and Court
    - 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.
    - 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.
  - Sand volleyball court
    - Shoes are not required on the sand volleyball court
  - Specialty shoes
    - 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.
    - Dance shoes – Some recreational activities are performed with special shoes. Those are allowed in specific spaces for specific activities.
    - Olympic lifting shoes - Shoes designed for Olympic lifting can be worn throughout the facility whether using the Olympic platforms or other equipment.
- Restricted footwear
  - Cleats, Crocs, sandals, flip-flops, sticking feet, high heels and hard-soled shoes are not allowed.
  - Removing shoes on Olympic platforms (indoor or outdoor) is not allowed.
  - **Rationale**
    - Wearing athletic shoes prevents slipping, tripping and other injury.
    - Shoes protect the feet from equipment that may be dropped.
    - Shoes can help contain an injury and prevent contamination if a heavy object is dropped on the foot or if you sprain a part of your foot.
    - Backless shoes can easily slip off and shoes that do not cover the forefoot do not protect the entire foot from injury.
    - Shoes that mark the flooring diminish the aesthetics of the facility and can lead to additional costs for cleaning, resurfacing, or replacing the flooring.

## Use of Mobility Devices

- We recommend that users get clearance by their doctor to exercise and request that they participate cautiously.
- Crutches, canes, walkers, and other mobility devices must be kept in a location that is within reach and not hazardous to other users (i.e. not in walking paths).
- Members using mobility devices in the weight room must have the ability to re-rack weights and move equipment as needed. If unable to do this safely on their own, CRW reserves the right to require a workout partner or aid (at the expense of the member) to help with these tasks.

## Personal Training and/or Private Instruction

- Personal training or private instruction of any kind is restricted to RWC or HHPI personal trainers & staff only.
- Individuals expected of personal training or private instruction may be asked to leave the facility and will need to meet with the Director of Campus Recreation and Wellness prior to their return.

## Personal items

- Day-use lockers are free of charge and are located throughout the facility and locker rooms.
- UHCL Campus Recreation is not responsible for items that are brought into the facility.
- We encourage patrons not to leave cell phones, wallets, headphones, or ID cards on the ground/equipment/bleachers and walk away from that area.
- We highly encourage our patrons to bring minimal personal items into the facility for safety and security.
- Backpacks, bags, and purses should be secured in a day-use locker and may not be left in the walking paths of others or on equipment in the RWC.
- Patrons may wear or use workout gloves, lifting straps, weight belts, weighted belts, boxing gloves, yoga mats, resistance bands and other fitness apparel or devices while working out. However, these items must be actively in-use and not left behind or left in a location that is within the walking paths of other individuals.
- RWC staff will ask patrons to move unused equipment, large bags, or mismanaged bags/equipment into storage.
- Long-Term Locker Rentals are available for \$20/semester or \$60 for the year and can be purchased in-person at the [Member Services desk](#) or online at [RWConnect](#).

## Equipment Checkout

- Patrons must provide their UHCL ID or member ID number to check out equipment and again when checking it back in. Failure to properly check-in equipment will result in possible financial charges for loss of equipment or suspension from the RWC.
- All equipment must be checked out and checked in at the Welcome Desk.
- Equipment is checked out on a first come, first serve basis and may not be reserved.
- Workout towels are available for all RWC patrons. All indoor equipment must be returned by the close of the business day.
- All outdoor sports equipment must be returned by the close of the following business day from when it was checked out.
  - Tennis rackets and tennis balls are available in the RWC for any patrons wanting to play tennis at Delta Tennis Courts.
- Patrons will be charged for any damaged or lost equipment. Fees will be the price of purchasing the replacement item, including shipping or other associated costs.
- Patrons that have not returned equipment (including workout or shower towels) can lose privileges with 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.

## Lockers – Day-Use and Rental

- 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.
- Campus Recreation and Wellness staff may not hold or store personal items for patrons.
- RWC staff will ask patrons to move unused equipment, large bags, or mismanaged bags/equipment into storage lockers.
- Day-Use Lockers
  - Use of day use lockers are free.
  - Items left in a day-use locker at the close of the facility will be removed and held in lost and found. See Lost and Found policy for more information.
  - Combinations are set by individual participants each time a locker is used
  - Forgotten locker or lock combination

- In the event that a patron forgets the location/combination of their locker, patrons must complete a request form at the Welcome Desk for the Operations Manager to assist them in finding their locker.
  - The patron must provide a description of the items in the locker prior to lockers being accessed.
  - Patrons 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.
- Rental Lockers
  - Rental lockers can be purchased at any point during the year.
  - 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.
  - Personal items left in lockers at the end of the rental contract period will be removed and held in lost and found. See Lost and Found policy for more information.

## Music

- Headphones are required to be used for all personal music.
- Amplified sound is not allowed unless a part of an approved RWC program or rental.

## Parking & Personal Transportation

- Parking Permits are required for all vehicles parked on the UHCL Campus.
- UHCL Students, Faculty, and Staff must purchase a parking permit through the UHCL Parking and Transportation Department.
- UHCL Alumni or Community members not affiliated with UHCL must purchase a parking permit in the RWC Member Services Office.
- Parking is strictly enforced by the UHCL Parking and Transportation Department. All patrons are expected to be familiar with and comply with [UHCL Parking Policies and Maps](#).
- Motorcycles, mopeds, scooters, or carts are also required to follow parking policies.
- Drivers without an approved parking permit must purchase a temporary one from the [ParkMobile App](#) and park in the designated temporary permit locations. See the [Temporary Parking Permits](#) section for more information.
- The RWC is not responsible for parking violations of any kind. You may pay or appeal your citation by going to the [Parking Portal](#). Search your citation number or plate number to find the citation. Parking citations must be paid or appealed within 14 days. Otherwise, a \$20 late fee will apply.
- Bicycles, skateboards, skates, hoverboards, electric and non-electric scooters, and “wheeled shoes” may not be operated inside of the RWC.
- Bikes and scooters must be parked and secured on bike racks. RWC staff will not allow bikes to be stored inside of the RWC.
- Items like skateboards that do not fit into lockers cannot be left with RWC staff and patrons should leave them in their vehicle or find alternate locations for storage.

## Animals

- Pets, with the exception of service animals, are not allowed in or on any Campus Recreation and Wellness facility.
- All UHCL policies about support animals are available on the [Accessibility Services website](#).

## Lost and Found

- The RWC and staff members are not responsible for lost or stolen property.
- Found items turned in at the Welcome Desk or found by a staff member will be logged.
- Valuables vs. non-valuable items
  - Valuable items include, but are not limited to:
    - Wallets

- ID cards
  - Phones
  - Jewelry
  - Electronics
  - Backpacks
- 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.
- Non-valuable items such as water bottles, lunch kits, clothing or headphones, will be kept for a maximum of 60 days before being discarded or donated.
- Non-valuable items such as, perishable items or personal hygiene items will be thrown away at the end of the day.
- Patrons may call the Welcome Desk 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.

## Informal Recreation

- Campus Recreation and Wellness strives to ensure that no single activity and/or sport dominates the use of the RWC.
- When spaces are not in use for RWC programming or other reservations, it is available for open recreation.
- Open Recreation use is determined on a first come, first serve basis. Reservations for individual use are not permitted.
- All patrons should be allowed to participate or rotate into open recreation activity in any open recreation space.
- Exclusive use of spaces
  - Exclusive use of a space is only permitted with an approved reservation or rental.
  - 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.
  - Examples of prohibited exclusive use activities include, but are not limited to:
    - Organized practices or activities (defined as four or more people)
    - Personal training conducted by non-Campus Recreation and Wellness staff
    - Private instruction
    - Services for which compensation is rendered
    - Sales or solicitation

## Area Specific Policies

### RWC Fitness Zones

These policies include all open recreation fitness zones throughout the RWC, both indoor and outdoor.

- Equipment
  - Use of equipment other than for its designated function is prohibited.
  - 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.
  - If a machine or piece of equipment is not working properly, please alert the RWC staff so they can perform an inspection.
  - Patrons are expected to wipe down equipment before and after use, gym wipes are available throughout the facility.
- Spotting and assistance
  - RWC staff are available to assist in spotting during lifts. They cannot assist for extended periods of time.

- RWC staff 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.
- Limitations and restrictions while lifting
  - Extraneous grunting, growling, or yelling is not permitted while performing lifts.
  - Chalk (either powder or liquid form) is not allowed at any time.
  - Exclusive use of specific areas within fitness zones by small workout groups is not allowed.
- Weights
  - All weight training should be performed in a controlled and safe manner.
  - Collars/Clips must be used on all weight bar lifts using plates.
  - Weights must be released in a controlled manner. Slamming, dropping, or bouncing weights is prohibited.
    - Pound Pads are located in the Olympic platform area to minimize the noise of dropped weights and should be used. RWC staff members may instruct a patron to use the pound pads to minimize the noise of dropped weights.
  - Re-rack all weights and bars in the correct location after use.
  - Weights may not be taken out of their designated fitness zones
  - Do not leave free weights in walkways or activity spaces unattended.
  - Let others “work in” sets when requested. Be courteous.
  - The use of multiple sets of weights at the same time is discouraged during peak times.
- Olympic Lifting Area
  - Shoes must be worn at all times. See shoe policy.
  - The use of chalk or liquid chalk is prohibited.
  - Weight clips/collars are mandatory for all plate-loaded free weight lifts.
  - 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).
  - Lifts must be completed within the designated platforms or lifting zones.
    - All Power and Olympic lifts must be performed on the lifting platform.
    - All movements completed above the waist must be performed inside the rack with safety catch bars properly adjusted.
  - Platforms must be clear of unused equipment and personal items prior to performing any lift.
  - Weight plates and bars should not be leaned against walls, pillars, or other pieces of equipment.
  - One barbell is permitted on the platform at any given time.
  - Bumper plates are required for all Power, Olympic, and Dead Lifts.
  - Lifters must face the rack while performing lifts.
  - A spotter and weight belt are highly recommended for heavy lifting.
  - Spotting for Olympic lifting is strictly prohibited.
  - 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.
  - 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.
  - To avoid congestion, guests should allow others to “work in” if performing multiple sets.
  - Weight plates and clips/collars are to be cleared from the bar and stored in their proper location at the conclusion of the session.
  - Recreation and Wellness Staff reserve the right to modify or prohibit any exercise deemed unsafe or inappropriate.
- Cardio

- Weights or other fitness equipment is not allowed on cardio machines.
- We encourage patrons to be courteous during peak time and limit their use of cardio equipment to 30 minutes if others are waiting.
- Minors/infants may not be carried or held while a patron is using cardio equipment.

## RWC Indoor Track

- All patrons must follow the daily direction which is displayed around the track.
- No more than two runners or walkers side by side.
- Soft weights like sandbags, carry bags and GRIPR weights are allowed to be used on the inside lane and must be carried at all times.
- Hard weights like weight plates or kettlebells are not allowed to be carried on the track.
- Stretching and mat-work are allowed in designated areas only and should not interfere with or create any obstacles on the track.
- Strollers are only allowed on the track between the hours of opening – 5:00pm.
- Lane designations:
  - Inside lane for walking, lunging, and soft weights
  - Middle lane for jogging and passing others
  - Outside lane for running/jogging
- Prohibited on the track
  - Spectating events or activities on the first floor
  - Starting blocks and/or hurdles
  - Jump ropes
  - Weighted Sled
  - Battle ropes
  - Plyo or jump boxes

## RWC Multi-Purpose Rooms (MP Rooms)

- The main purpose for the multi-purpose rooms (MP Rooms) is for group fitness classes, sport club practice, and meetings.
  - MP1 is available for open recreation when it is not in use for RWC programs or reservations.
  - MP2 is exclusively for scheduled group fitness classes or RWC Programs
  - If you require exclusionary use of this space, you must request a reservation 2 weeks in advance
- Group fitness equipment (group cycle bikes and rowers) are not allowed to be used outside of group fitness classes.
- The use of audio/visual components is restricted to RWC programming, rentals or reservations only.

## RWC Personal Training Suite (PT Suite)

- The main purpose for the Personal Training Suite is to provide a dedicated space for RWC Personal Trainers when working with clients.
- The PT Suite is available as a semi-private space for personal workouts when not in use by RWC Personal Trainers.
- This space can be closed for exclusive use of academic classes or departmental personal training purposes.
- The door leading out of the PT suite to the 2<sup>nd</sup> floor corridor must remain open at all times.
- If stanchions are up or the blue divider wall door is closed, the space is unavailable.
- Equipment within the PT Suite should remain inside the room.
- Dropping or slamming of weights in the PT Suite is strictly prohibited.

## RWC Outdoor Fitness Zone

- Appropriate athletic attire, including shoes, must be worn at all times.

- The use of chalk and/or liquid chalk is prohibited.
- Indoor equipment is not allowed to be taken outdoors.
- All equipment should be returned to its proper location after use.
- It is highly recommended that patrons using the outdoor fitness space take precautions when temperatures are warm (ex: taking longer rest periods between sets and drinking more fluids).
- Weight clips/collars are mandatory for all plate-loaded free weight lifts.
- Dropping, slamming, and/or throwing of weights and/or equipment is prohibited. To reduce excessive slamming or bouncing, lifters must guide bars throughout descent to influence a controlled landing.
- 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.
- 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.
- Recreation and Wellness Staff reserve the right to modify or prohibit any exercise deemed unsafe or inappropriate.
- Weather policies
  - Inclement weather
    - If lightning is observed or thunder is heard, all patrons must return indoors.
    - Outdoor spaces will close for 30-minutes from the last occurrence, and will reopen once the Operations Manager has given the “all clear” notice.
  - Heat Index
    - If a heat advisory is issued by UHCL Emergency Management, UHCL Police Department, or the National Weather Service we recommend following the below guidelines while using our outdoor spaces.

Heat Index	Risk Level	CRW Action/Response
Less than 91 degrees	Low	stress hydration
92 to 96 degrees	Moderate	Heighten awareness of hydration, consider less intense exercises and take plenty of breaks
97 to 100 degrees	High	Heighted precautions: heighten awareness of hydration, lower intensity of exercise, avoid exercise during the hottest part of the day, take frequent breaks and rest periods, RWC reserves the right to close areas.
101+ degrees	Very high to Extreme	Limit outdoor exposure as much as possible, RWC reserves the right to close outdoor areas.

## RWC Court Spaces

- When court spaces are not in use for RWC programming or reservations, all members should be allowed to participate or rotate into recreation activity on court spaces.
  - Groups cannot “claim” a court or space so they can utilize it for their own use.
  - Groups cannot call “next” repeatedly with the same individuals for the purpose of using the court while restricting access to others.
- Court Activities



- Court 1 is generally set-up for badminton, pickleball, and table tennis.
- Court 2 is generally set-up for basketball or volleyball.
- The Multi-Activity Court (MAC) is generally set-up for Volleyball, Indoor Soccer, and group fitness classes.
- Other activities can be requested for reservation.
- Basketball Courts
  - Dunking or hanging on the net/rim is prohibited at all times.
  - Kicking or throwing basketball balls into the wall is prohibited.
- Volleyball Courts
  - Volleyball can be requested during open recreation times but must be set-up and adjusted by Campus Recreation and Wellness staff only. Patrons may not adjust net heights, tighten the nets, or attempt to remove net systems on their own. Overtightening of the net may lead to damage of the entire systems. Please request assistance from Campus Recreation and Wellness staff.
  - Do not hang on, lean on or pull the net systems.
- Badminton and Pickleball Courts
  - Additional badminton or pickleball courts can be requested during open recreation times but must be set-up and adjusted by the Campus Recreation and Wellness staff.
  - Do not hang on or pull on net systems.
  - Volleyball should not be played on the badminton or pickleball courts.
- Table Tennis Tables
  - Additional table tennis tables can be set-up depending on space availability.
  - Patrons should not move or alter the tables. Please request assistance from Campus Rec staff or alert them to any issues with the table(s).

## RWC Lobby

- Reservation of space within the lobby is restricted to tabling only.
- Personal items may not obstruct the walkways or open space.
- Moving furniture is not allowed without the expressed approval of RWC staff.
- Outside student organizations or UHCL departments may request reservation for banners, posters and other signage for a certain period of time. (Facility Signage form or another Qualtrics)

## RWC Plazas and Outdoor Spaces

- Requests for use of space managed by Campus Recreation and Wellness, including outdoor spaces must be made through the [online reservation process](#).
  - a. Use of tables and chairs must remain clear of walk-ways and may not block 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.
- Motorized vehicles may not be parked in the plaza, including mopeds.
- Bicycles and electric scooters must be stored on bike racks.
- Skating and skateboarding are not allowed in the plaza areas.
- Chalking of sidewalks is not allowed.
- Posting of promotional material must be approved through CRW Marketing and Promotion staff. Unapproved outdoor promotional materials will immediately be removed and discarded. Flyers, notices, or other physical materials taped to doors will be removed and discarded immediately.

## Delta Complex and Rec Sports Field

### The following policies apply to the use of the Delta Field, the Rec Sports Field, the Delta Outdoor Tennis & Basketball Courts, and the Sand Volleyball Court:

- Use is restricted to UH-Clear Lake students, RWC members and authorized special events.
- All participants should be prepared to present a current, valid photo ID or UHCL ID when requested.
- Spaces may be used for open recreation unless programming or reservations are occurring.
- Appropriate footwear should be worn at all times.
- Equipment may not be moved without permission from Campus Recreation administration.
- Campus Recreation staff and UHCL Police have final decision-making authority regarding behavior not explicitly covered in the rules and policies for usage and the authority to remove patrons who do not abide by those decisions.
- Prohibited items or actions:
  - Pets
  - Vehicles
  - Bicycles
  - Skateboard
  - Scooters
  - Hitting golf balls
  - Alcoholic beverages
  - Glass containers
  - Tobacco products
  - Metal cleats
- Light Schedule
  - Field and Court Lights are scheduled to automatically come on at dusk and turn off at 10:30pm.
  - Use of fields and courts is prohibited past 10:30pm, unless a formal reservation or rental is made.
- Reservation/Rentals
  - See [Rental/Reservation Policies and Procedures](#), for detailed information about renting our facilities.
- **Weather policies**
  - Inclement weather
    - If lightning is observed or thunder is heard, all patrons must return indoors.
    - Outdoor spaces will close for 30-minutes from the last occurrence, and will reopen once the Operations Manager has given the “all clear” notice.
  - Heat Index
    - If a heat advisory is issued by UHCL Emergency Management, UHCL Police Department, or the National Weather Service we recommend following the below guidelines while using our outdoor spaces.

Heat Index	Risk Level	CRW Action/Response
Less than 91 degrees	Low	stress hydration
92 to 96 degrees	Moderate	Heighten awareness of hydration, consider less intense exercises and take plenty of breaks
97 to 100 degrees	High	Heightened precautions: heighten awareness of hydration, lower intensity of exercise, avoid exercise during the hottest part of the day, take

		frequent breaks and rest periods. RWC reserves the right to close areas.
101+ degrees	Very high to Extreme	Limit outdoor exposure as much as possible. RWC reserves the right to close outdoor areas.

- **Delta Outdoor Tennis Courts & Basketball Courts:**

- UHCL students & RWC Members may contact UHCL Police at 281-283-2222 and request access during hours of operation. Have your ID ready to show.
- In case of emergency, contact 911 or 281-283-2222 for UHCL Police.
- Tennis rackets and tennis balls are available for checkout at the RWC. Those items can be checked out at the Welcome Desk and kept overnight but must be returned by the next business day.

- **Rec Sport Field – Robotic Mowers**

- Pushing, moving or interfering with Robotic Mowers is strictly prohibited and can cause damage to the mowers.
- Damages caused by moving, pushing, or interfering mowers in anyway will be on imposed on the individual or organization who causes the damage.
- If you require assistance returning robotic mowers to their station, please contact our Welcome Desk at 281-283-2330 and ask for the Manager on Duty.
- Mowers are equipped with alarms and GPS tracking devices and will not operate outside of set zone.

- **Sand Volleyball Court**

- The Volleyball Net must be set-up and adjusted by Campus Recreation and Wellness staff only.
- Patrons may not adjust net heights, tighten the nets, or attempt to remove net systems on their own. Overtightening of the net may lead to damage of the entire systems. Please request assistance from Campus Recreation and Wellness staff.
- Do not hang on, lean on or pull the net systems.

## General Group Fitness Policies

- **Pre-registration** opens 72 hours prior to class start time.
  - Pre-register to reserve your spot online at [rwconnect.uhcl.edu](http://rwconnect.uhcl.edu) or in-person during our member service hours.
  - Pre-registration is not required but encouraged. Walk-ins are welcomed, but pre-registered participants will be prioritized. Class capacities are strictly enforced for safety.
  - Registered participants must arrive 5 minutes before class start time or their spot will be given to a walk-in
- **Arrive on time** –The warm-up is important to avoid injuries. Studio doors will close 5 minutes after class has started and no one will be allowed to enter.
- **Lockers** – Please place all bags, coats, extra shoes, etc. in the locker room or in a facility locker.
- **Check in** – All participants are required to Check-In at the start of each class with our Assistant at the door of the class location, prior to entering class.
- **Keep conversation to a minimum** – during class. It is disruptive to others who are trying to hear and follow the instructor.
- **Tech Free Zone** – Please silence or turn off phones. Please exit the class if calls or messages are needed. Personal headphones are not permitted during Group Fitness classes.
- **Keep it clean & neat** – please sanitize bikes, mats, and other equipment utilized and return equipment at the end of class.

- **Follow the leader** – all instructors are trained to lead a safe and effective workout. Follow the instructor's lead in class as they will always include alternative exercises for you to feel successful.
- **Cool down** – The cool down is as important as the warm-up. Leaving class early is disruptive to the flow of the class. Please advise the instructor prior to the start of class if you find it necessary to leave early.
- **Footwear** – Closed toe shoes are required, except for yoga, Pilates, and related formats.
- **Cancellations & Substitutions** – Classes are subject to change and cancellations may occur. Every effort will be made to inform participants. Instructor substitutions may occur without notice. Instructors are subject to change at any time as class coverage requires.
- **Equipment** – Equipment may not be removed from the MP Rooms and must be placed back in the proper location after use.

## General Personal Training & Nutrition Consultation Policies

- Personal training services may only be conducted by Campus Recreation and Wellness personal trainers.
- All information about personal training services can be found on our [website](#).
- Training sessions/packages are non-transferable.
- Refund requests for personal training or nutrition packages will be considered for changes in medical condition that prohibit participation (documentation must be provided).
- Availability is limited and clients may be placed on a wait-list until an appropriate trainer becomes available.
- Clients must comply with all Campus Recreation and Wellness facility policies.
- All personal training & nutrition packages must be used within 6 months of purchase date. Refunds cannot be issued due to lack of use.
- Clients must notify of cancellation at least 24-hr in advance, or sessions are forfeited.

## Photography and Media Policies

- 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.
- Photographic devices may not be used in the locker rooms and restrooms.
- Requests for professional photography or videography of Campus Recreation and Wellness participants or facilities:
  - Must be made at least 5 business days in advance by emailing [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu). The request will be reviewed by RWC administration and a confirmation or alternative options will be sent to the requestor. Please note that some requests may need more than 5 days advance notice to review and arrange. Please plan ahead and give as much notice as possible.
  - Requests are reviewed on a case-by-case basis and are not guaranteed for approval.
  - A Campus Recreation and Wellness staff member may supervise any approved recording or photography in the RWC.
  - 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.
  - All other media issues/requests fall under the University Marketing and Communications policies.
- For Personal Use
  - Personal use is defined as photos and videos of self, friends or family with implied consent.
  - Taking photos or video of identifiable individuals without their consent is prohibited.
  - 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 and videography inside of locker rooms or restrooms is completely prohibited at all times.
  - Photography/videography of minors (individuals under the age of 18) requires permission of a parent or guardian.

- Participants have a right to decline.
- Patrons who feel they have been photographed by another individual can speak with the RWC staff or request the Operations Manager on duty. If needed, UHCL PD can be contacted by the RWC staff.
- For Academic Use or Student Media:
  - Students enrolled at the University of Houston Clear Lake wishing to take photos or video in the RWC indoor or outdoor spaces for academic use must have approval in advance.
  - Please make a request at least 3 business days in advance with the Director of Campus Recreation and Wellness at [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu) to arrange photography/videography and/or interviews for academic use media.
  - Please note that some requests may need more than 3 days advance notice to review and arrange. Please plan ahead and give as much notice as possible
  - Academic use is defined as media obtained/reproduced for academic purposes including class projects.
  - Students taking photo or video for academic use must obtain explicit permission of every person who may be identified in any photo or video.
  - Students are not permitted to take photos during group fitness classes for personal or academic use. Exceptions may be made for fitness special events.
- For Outside News Media:
  - Campus Recreation and Wellness accommodates reasonable requests for journalistic, news-related, and non-commercial shooting by members of the media.
  - All outside media requests must be approved by the Vice President of Student Affairs prior to scheduling.
- For Commercial Use:
  - All requests must go to University Marketing and Communication:
    - Email: [marcomm@uhcl.edu](mailto:marcomm@uhcl.edu)
    - Phone: 281-283-2015
    - Website: [University Marketing and Communications](#)
  - 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.
  - 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.
  - Non-news and commercial requests must be made in writing at least 30-days prior to the proposed shooting.
  - 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 Coordinator for Marketing and Sponsorships or email [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu).

## RWC Tours

- The RWC is available for facility tours. Complete the [online form](#) to schedule a guided tour of the RWC.
- Self-guided tours are allowed by speaking to the Operations Manager or Operations staff at the Welcome Center staff.