

**The University of New Orleans  
Recreation & Fitness Center**

**Policies & Procedures Handbook**

**Volume 11  
Revised June 2011**



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## **Professional Staff**

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Margaret V. Royerre..... Director  
Jody Duvernay..... Associate Director  
Christian Belteau..... Assistant Director – Business  
Hilton Frith..... Maintenance  
Kassie Thibodeaux..... Assistant Director – Fitness  
..... Assistant Director – Intramurals, Facilities & Club Sports

## **Hours of Operation**

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Monday – Friday..... 6 a.m. - 8 p.m.  
Saturday..... 8 a.m. - 3 p.m.  
Sunday..... CLOSED

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## **Contact Information**

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Phone.....(504) 280-6357  
Fax.....(504) 280-6440  
Address.....Recreation and Fitness Center  
                  Lakefront Campus  
                  2000 Lakeshore Drive  
                  New Orleans, LA 70148  
Email.....rissa@uno.edu  
Website.....<http://ris.uno.edu>

## **Fitness Center Amenities**

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- 87,000 square feet
- Cardiovascular equipment: treadmills, bikes, ellipticals, rowers, elliptical cross trainers and a stepmill
- Selectorized weight equipment: pin loaded and extremely user friendly
- Plate loaded/free weights with urethane plates and easy grip handles
- Televisions located in the cardiovascular and free weight areas
- Dr. Richard J. Stillman Track overlooking Lake Pontchartrain for your indoor jogging/walking pleasure (10 laps = 1 mile)
- Natatorium (25 yard/4 lane pool) for lap/recreational swimming, water exercise, intramural and club water sports
- Pleasant and relaxing outdoor deck
- Two racquetball courts
- Two dry saunas
- Gymnasium housing three full-sized courts for basketball, volleyball, badminton
- Two multipurpose rooms for group exercise activities, such as indoor cycling, yoga, Pilates, etc.
- Snack bar
- Spacious locker rooms
- Basic Body Composition Test

## **Services Available For an Additional Fee**

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- Reserved Locker
- Towel Service
- Personal Training
- Fitness Assessment
- Body Composition Test
- Nutrition Counseling

## ***Membership Eligibility***

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An individual who is 16 years of age or older is eligible to join the Recreation and Fitness Center as an individual member.

## ***Membership Requirements***

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At each sign-up, all individuals must provide verifying identification for the appropriate membership classification that he/she is joining. In addition, each individual must complete a UNO Recreation and Fitness Center Membership Agreement and a Physical Activity Readiness Questionnaire (Par-Q). After sign-up, members must show a valid Fitness Center I.D. or current UNO I.D. for entrance into the Recreation and Fitness Center.

## ***Membership Categories***

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**UNO Student** All currently enrolled students in good financial standing during the Spring, Summer, and Fall Semesters are admitted to the Recreation and Fitness Center with a current/valid UNO Student I.D. *Any student enrolled for the Spring Semester but not for the immediate following summer semester may utilize the Recreation and Fitness Center for a \$29.00 fee beginning the first Monday after Spring graduation date.*

**Faculty/Staff** Faculty/Staff are employees of the University of New Orleans, all satellite University of New Orleans Campuses and the Research and Technology Park. Faculty and Staff, who are enrolled as UNO students, must sign up at the Faculty/Staff rate. *Nine-month membership plan is available for nine-month faculty only. Payroll deduction is available only for UNO Faculty/Staff who join at the nine-month or yearly rate.*

**Faculty/Staff Retiree** A retiree is a University of New Orleans employee who has retired from the University of New Orleans and officially draws a pension from a state retirement plan with verifying identification.

**Active Alumni** An Active Alumnus is an individual registered with the Department of Alumni Affairs as having received a degree from the University of New Orleans and maintains a paid **current** alumni membership. UNO Alumni Association Member card must be presented at sign-up.

**Senior Citizen** A Senior Citizen is an individual who is 55 years or older with verifying identification.

**Community Member** A community member is an individual who does not have affiliation with the University through other eligibility categories.

**Additional Household Members** An Additional Household Member must present verifying information (i.e. driver's license, utility bill [gas, water, or electricity]) that confirms residency in the same household as the Initial Individual Member. Additional Household Members may join at the same time as the Initial Individual Member or at any time thereafter. **However, Additional Household Members joining at a later date will have the same expiration date as that of the Initial Individual Member.**

**Membership Plans and Rates**

**1-Month Membership** For a fee, a one-month membership is offered at any time. An individual may sign-up for this one-month membership only **once during a calendar year**. To continue after the one-month membership, an individual must sign up for one of the following available membership plans. This membership cannot be applied toward the three-, six-, nine-, twelve-month, or summer only memberships.

	Initial Individual Member	1 <sup>st</sup> Additional Member	2 <sup>nd</sup> Additional Member
UNO Student	N/A	\$45.00	\$45.00
Faculty/Staff/Retiree	\$45.00	\$45.00	\$45.00
Active Alumni/Senior Citizen	\$45.00	\$45.00	\$45.00
Community Member	\$50.00	\$50.00	\$50.00

**6-Month Membership** Membership begins date of sign-up and expires exactly six calendar months later.

	Initial Individual Member	1 <sup>st</sup> Additional Member	2 <sup>nd</sup> Additional Member	3 <sup>rd</sup> Additional Member
UNO Student	N/A	\$240.00	\$100.00	\$50.00
Faculty/Staff/Retiree	\$250.00	\$90.00	\$50.00	\$50.00
Active Alumni/Senior Citizen	\$300.00	\$150.00	\$125.00	\$125.00
Community Member	\$425.00	\$325.00	\$325.00	\$325.00

**Installment Plans**

Installment Plans are available only on 9 month (faculty only) and 12 month memberships. This option is not available to faculty/staff participating in payroll deduction.

**9-Month Membership** (*AVAILABLE TO UNO FACULTY ON A NINE-MONTH APPOINTMENT ONLY*) Membership begins date of sign-up and expires exactly nine calendar months later. (NOTE: 9-month faculty has the option of choosing the 12-Month Membership plan).

	Initial Individual Member	1 <sup>st</sup> Additional Member	2 <sup>nd</sup> Additional Member
Full Payment	\$300.00	\$110.00	\$60.00
Installments	\$100.00	\$36.50	\$20.00

**\*\*ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**12-Month Membership** Membership begins date of sign-up and expires exactly one calendar year later.

	Initial Individual Member	1 <sup>st</sup> Additional Member	2 <sup>nd</sup> Additional Member	3 <sup>rd</sup> Additional Member
UNO Student	N/A	\$350.00	\$125.00	\$75.00
(Quarterly Installment)	N/A	\$87.50	\$31.25	\$18.75
Faculty/Staff/Retiree	\$350.00	\$125.00	\$75.00	\$75.00
(Quarterly Installment)	\$87.50	\$31.25	\$18.75	\$18.75
Active Alumni/Senior Citizen	\$400.00	\$200.00	\$175.00	\$175.00
(Quarterly Installment)	\$100.00	\$50.00	\$43.75	\$43.75
Community Member	\$700.00	\$400.00	\$400.00	\$400.00
(Quarterly Installment)	\$175.00	\$100.00	\$100.00	\$100.00

**99 Day-Summer Membership** Membership expires 99 days from initial join date.

Purchase Date	Rate
May 1 <sup>st</sup> – 31 <sup>st</sup>	\$99.00
June 1 <sup>st</sup> – July 31 <sup>st</sup>	\$110.00

**Student Summer Rate** All UNO students who are not enrolled for the Summer Semester may utilize the Recreation & Fitness Center during the Summer Semester by paying a \$29.00 membership fee, beginning the first Monday after Spring graduation date, as long as the student was enrolled for the Spring Semester immediately preceding the Summer Semester.

UNO Student Summer Rate (non-enrolled)	\$29.00
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(NOTE: The student must be in good financial standing with the University. If a student was enrolled in the spring but resigned early, or did not complete the Spring Semester with a letter grade, he/she is excluded from receiving this rate.)

### **Membership Fee Payment**

Check, Money Order, Visa and MasterCard are accepted. Payroll deduction is available for UNO employees who sign up for a nine-month or twelve-month membership only. All checks and money orders must be made payable to UNO for the exact amount due.

- Memberships are non-transferable
- No pro-rate, holiday, or vacation freezes allowed for any reason
- No membership extensions for any unforeseen circumstances or facility maintenance
- No Refunds

## **ADDITIONAL SERVICES:**

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### **Locker & Towel Service**

- Towels are required for entrance into the multi-purpose rooms, cardiovascular, strength and free weight areas. If you do not bring your own towel, you must rent one at admission control.
- Day and reserved lockers are assigned on a first-come, first-serve basis.
- All locker and towel rental transactions take place at the admission control desk, or reception area. (\$1.00/towel service/per visit)
- Locker key and towel are picked up and returned at equipment checkout.
- Day lockers are for use while utilizing the facility only. A \$5.00 fee is assessed for taking a Day locker key outside of the building.
- Left belongings will be removed after closing. A \$5.00 fee is assessed to reclaim belongings. Unclaimed belongings will be disposed after 30 days.
- The user will be charged for any damages to a locker or loss of key. Please immediately report any damages or loss of key to equipment checkout.
- **Renewal of reserved lockers must be paid in full before the expiration date;** belongings will be removed the following day and the locker will be reassigned.
- A \$5.00 fee is assessed to reclaim belongings. Unclaimed belongings will be disposed after 30 days.
- RIS towels must be returned daily to equipment checkout. A \$3.00 fee is assessed for not returning small towels; \$4.00 for large towels.
- **Locker and towel services become invalid if membership is not renewed.**  
Any of the above fees, charged to a member, must be paid in full PRIOR to next facility visit.
- A \$2.00 fee is assessed for locking a key inside a locker.

Day locker Service	No Charge
Towel Service rental per visit	\$1.00 (or bring your own)
Towel Service per month / per year	\$6.25mo / \$75.00yr
Reserved Locker Service per month / per year	\$6.25mo / \$75.00yr
Reserved Locker & Towel Service for 1 year	\$100.00

\*\*There may be a waiting list for reserved locker service.

## **Parking**

Active Alumni, Senior Citizens, and Community Members must purchase a RIS parking permit and use the parking area located on the **southeast side of the Recreation and Fitness Center (between Elysian Fields Avenue and the Recreation and Fitness Center.)**

### **RIS Parking Permit Rates**

1 Month	No Charge
6 Month	\$10.00
12 Month	\$20.00
Summer Only (99 days)	\$5.00

**NOTE:** All UNO students, faculty, staff, and retirees\* must obtain a UNO parking decal from University Police and follow all University Parking guidelines as set forth by the University. Additional Household Members of UNO students, faculty and staff may purchase a RIS parking permit provided the Initial Individual Member has obtained a UNO parking decal from University Police (see above). Verification of current UNO decal purchase required. Please present a copy of fee bill or bursar receipt.

**\*UNO Retirees** – NO CHARGE for parking decal, however, decal must be obtained from University Police.

### **Conditions of RIS Parking Permit:**

1. Permit is non-transferable and non-refundable.
2. Only one permit per vehicle.
3. Park in WHITE LINES ONLY.
4. All vehicles must park facing the centerline. Do NOT back into a parking space.
5. Valid ONLY for the period indicated.
6. Permit must hang on the rear view mirror while parked.
7. Decal must be unobstructed.
8. Valid ONLY in the lot, southeast of the Recreation & Fitness Center.
9. The Department of Recreation and Intramural Sports is not responsible for damages to or loss of vehicle, its contents or accessories from any cause whatsoever. Please do not leave valuables in view!
10. Motorcycles do not need a permit and may park in the Recreation & Fitness Center lot in spaces designated for motorcycles or in striped areas. Motorcycles parked in striped areas must not interfere with pedestrian and/or vehicular traffic and safety.
11. Bicycles, skateboards, rollerblades, etc., may be used on campus as a form of transportation only. Tricks and stunt riding are not allowed in the Recreation and Fitness Center parking lots or in close proximity to the building.
12. Certain restrictions may be applied.
13. Permit remains the property of the Dept. of Recreation & Intramural Sports.
14. One Month Parking Permits are temporary parking permits for RIS patrons only. Place the parking permit on dashboard of vehicle during visit and discard the parking permit after its expiration date.
15. All of the above applies in addition to the University Parking guidelines.
16. The Parking and Traffic Division (P&T) of University Police (UP) and University Police Officers will issue both traffic and parking tickets if the above listed conditions are not followed.

## Fitness Programs

### ***Fitness Assessments***

Find out your fitness level by having a fitness assessment performed by one of our trained staff. The fitness assessment entails tests ranging from cardio-respiratory function, body composition, muscle endurance and strength, as well as flexibility. In addition, fitness assessments enable personal trainers to complete an optimal exercise prescription for their clients. Furthermore, our fitness assessment staff is available to consult with you about concerns you may have and to demonstrate basic equipment usage. In order to schedule an appointment for a fitness assessment or fitness orientation (proper fitness equipment usage), one must be a student or a member of the facility. For more information or to schedule an appointment, please call 504-280-6009.

#### **Fitness Assessment Cost**

Full Assessment	\$10.00
Body Composition Test (Bioelectric Impedance Test and girth measurements)	\$5.00
Handheld Body Fat Analyzer Test, Girth Measurements, & Blood Pressure	FREE
Fitness Orientation	FREE

### ***Personal Training***

Get the benefit of hands on, one-on-one individualized attention. The Recreation and Fitness Center has several certified trainers available to assist you in goal attainment and to tailor an exercise program to meet your specialized fitness needs. All training sessions are scheduled between the trainer and client; please pay after appointment has been scheduled. The initial consultation now includes a fitness assessment performed by the trainer. All personal training sessions must be used within six months of purchase. After six months, the sessions will be considered expired.

***ONLY RIS trainers are allowed to train in the Recreation and Fitness Center.***

#### **Personal Training Session Costs**

Initial Consultation	\$50.00 (required; 1 <sup>1/2</sup> hour session)
1 session	\$40.00 (one hour session)
5 sessions	\$150.00 (5 one hour sessions)
10 sessions	\$290.00 (10 one hour sessions)

For more information or to schedule an appointment with a trainer, please call 504-280-6009.

## ***Nutrition Counseling***

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Need help making healthy food choices or just have nutrition-related questions? Make an appointment with Suzanne de Boisblanc-Tyler, Registered Dietitian/Nutritionist. Suzanne has ten years of clinical experience with cardiac rehab, oncology, prenatal, addiction treatment, post-surgery, wound therapy, and weight management. To schedule an appointment or for more information, please call 504-280-6009.

1 session	\$45.00 (per one hour session)
3sessions	\$120.00 (3 one hour sessions)

## ***Group Exercise Classes***

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As part of your membership, an assortment of group exercise classes, various cardiovascular and resistance training formats will be offered weekly. Group Exercise schedules are available in turnstiles located in the lobby and on our web site. Classes are subject to change.

## ***Additional RIS Programs***

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### ***Club Sports***

Club Sports are designed to bring both men and women with common interests together. All Club Sports are organized by students (under RIS supervision) and provide recreational and competitive programming. Club Sports include: Men's and Women's Soccer, Football, Inline Hockey, Karate, Paintball, Rugby, Sailing, Ultimate Frisbee and much more. If you are interested in beginning a new Club Sport please contact the Department of RIS.

### ***Intramurals***

Intramural Sports provide exciting opportunities for UNO students and faculty/staff to engage in a variety of sports. Some of the sports include: Badminton, Basketball, Flag Football, Racquetball, Table Tennis, Soccer, Softball, Swimming, Volleyball, and Water Volleyball.

### ***Summer Day Camp***

The day camp is open to boys and girls ages 4-11 years old. The goal of the UNO Summer Day Camp is to provide campers with the opportunity to have fun and gain new friends in a safe environment. Our staff is sensitive to the diverse growth and development needs of school age children. The Summer Day Camp is administered by the Department of Recreation and Intramural Sports. A few camp activities are: softball, swimming, flag football, adventure walking, field trips, arts-n-crafts, and much more.

Please call 280-6357 or visit our website for more information <http://ris.uno.edu>.

## ***Admittance Policy***

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The use of the Recreation and Fitness Center is for the University of New Orleans Students, Faculty/ Staff, Active Alumni and other authorized members as identified in the membership classifications.

***A current UNO I.D. or membership card must be presented at the admission control desk each time you enter the Recreation and Fitness Center. This policy protects your interests as an authorized user of the facility.*** An individual, who forgets his/her I.D. card, will be permitted in the facility one time each semester with a valid picture I.D. Your cooperation is appreciated and expected at all times.

Your UNO I.D. states, "This card is the property of the University and should be retained for ALL years of association or attendance at UNO. The University is not responsible for any expense resulting from the loss, theft or misuse of this card. If damaged or lost, a replacement fee will be charged. Altering, lending, or failure to present this card to the University authorities upon request will subject the holder to disciplinary action. If this card is lost or found, it is your responsibility to immediately report it to UNO Police (504) 280-6666 & Media Resources (504) 280-6285. ***Unauthorized use of this card may result in criminal prosecution.***"

Please follow all Recreation and Fitness Center Policies and Procedures. If you, as a member, notice anything unusual or out of the ordinary, please notify a staff member. ***We will not be held responsible for lost or stolen items (including locker contents).***

Violations of policies will result in suspension of membership or immediate termination of membership.

## ***Guest Policy***

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*All facility policies apply as well as those listed below.*

\$10.00 per guest; per visit (all ages).

Guests (16 yrs.+ ) must present a current photo I.D. (i.e. driver's license).

## ***Children Policy***

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*All facility policies apply as well as those listed below.*

In an effort to provide a safe and user-friendly environment for Recreation and Fitness Center members, the Department of Recreation and Intramural Sports will implement the following child participation policies.

**Eligibility for Admittance:** All children must be accompanied by a Recreation and Fitness Center member/guest. Age requirements apply to each area in the Recreation and Fitness Center. Please see "Area Age Restrictions" below.

**Supervision:** While in the Recreation and Fitness Center, children must be supervised and remain with an adult at all times. The supervisor is responsible and will be held accountable for unsupervised children or any inappropriate actions by children. Children may not be left unattended (at any time) inside or outside of the Recreation and Fitness Center while a member/guest works out or participates in any activities.

**Locker Room:** Children over the age of five (5) are not permitted in the locker room of the opposite sex. An assisted change restroom is available near the natatorium. Keys are available at equipment checkout.

## ***Area Age Restrictions***

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***\*Adult Supervisor: 18 yrs.+***

**Multi-Purpose Rooms/ Gymnasium/ Cardiovascular/ Free Weights/ Strength Training:**

NO ONE under the age of 16 is admitted.

**Track/ Racquetball/ Dry Saunas:** NO ONE under the age of 12 is admitted. Children between the ages of 12 and 15 are admitted only with Adult Supervision. \*

**Snack Bar/ Locker Room/ Natatorium:** Children under the age of 12 are admitted only with Adult Supervision. \*

## ***Policies and Procedures***

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The Department of Recreation and Intramural Sports is customer service oriented, however, there must be customer responsibility as well. The department reserves the right to act on any situation that may arise, which are not specifically covered in departmental policies, this material, or any other departmental literature.

Participation is designed so that a sense of community is created during recreational play and competitions. The following types of conduct are unacceptable and will not be tolerated: racial slurs, derogatory comments, hate speech, or behavior that is intimidating or threatening to anyone. Please be courteous to everyone and treat each other with respect and dignity.

Use of the Recreation and Fitness Center is a privilege. Individuals who do not cooperate with departmental policies and procedures or who act inappropriately toward a University employee or a fellow patron will be asked to leave the facility. You may be denied access to the facility and your membership may be revoked.

**Abusive Behavior** Abusive behavior, verbal or physical, toward another patron or a RIS employee will not be tolerated. RIS staff has the authority to demand unruly members and/or guests leave the facility if their behavior necessitates such action. Examples include, but are not limited to: spitting on floors, vandalism, touching and/or hanging from basketball rims, yelling, fighting, dropping weights,

threatening employees or members, and damaging the equipment or facility.

**Appropriate Attire** T-shirts with derogatory/offensive language/pictures are not allowed in any areas of the Recreation and Fitness Center. *Shoes **MUST** be worn in all areas of the facility.* Please read restrictions for specific areas on pages 14 - 17.

**Athletic Footwear** Appropriate shoes must be worn in specific areas. Please read restrictions for specific areas on pages 14 - 17. If any exceptions are made, they will be determined by the Recreation and Fitness Center professional staff.

**Cell Phones** Cell phone usage is prohibited in all locker rooms, public restrooms, and assisted changing areas.

**Children** See Section "Children Policies" on page 9.

**Confiscated I.D.** An I.D. used by an individual other than the owner will be confiscated and may result in immediate termination of Recreation and Fitness Center privileges of all parties involved.

**Cuspidors** A cuspidor is a receptacle for spit. Several water fountains in the facility have a cuspidor attached. Please depress water fountain button to rinse cuspidor after each use. Spitting is allowed in the cuspidor only.

**Day Locker Rooms and Lockers** Day lockers are available at no charge with photo identification. Day Lockers are assigned on a first-come, first-serve basis. Locker key can be picked up at equipment checkout. Members must remove belongings from day lockers prior to leaving the building. Belongings left in locker will be removed after closing. A \$5.00 fee is assessed to reclaim belongings. **Unclaimed belongings will be disposed of after 30 days.** Items that are removed that may cause leakage, such as soaps, deodorants, shampoos etc., will be disposed of immediately or at the discretion of the RIS staff. Personal locks are not permitted and will be cut off each night. The charge for a lost key is \$25.00 per key. Charge for a non-returned key is \$5.00 per day, up to \$25.00. Any key not returned 10 minutes after closing will be assessed a \$5.00 fee. A \$2.00 fee is assessed for locking a key inside a locker. Cell phone usage is prohibited.

**Entry Violation** Admitting a non-member into the facility is a violation and will result in immediate termination of Recreation and Fitness Center privileges of all parties involved.

**Food, Beverages, and Gum** Food, beverages, and gum are allowed in the Snack bar and Outdoor Deck areas only. No glass containers are allowed in any area of the facility. Only food and beverages (except water) purchased on campus are allowed in designated areas.

**Gym/Book Bags** Permitted in the following areas only: Snack bar, Natatorium and Outdoor Deck.

**Loitering** Loitering is strictly prohibited in all areas of the facility.

**Lost and Found** Inquiries regarding lost and found items should be made at equipment checkout.

**Non-returned Items** The fee for an item that is not returned is dependent upon the item.

**Personal Property** All personal property must be locked in either a day locker (no charge), reserved locker, or mini-locker (located throughout the facility, at a cost of 5 cents.) RIS is not responsible for locker contents.

**Pets** Pets are not allowed in the Recreation and Fitness Center except guide dogs assisting persons with visual disabilities.

**Programs** Scheduled Recreation and Intramural Sports activities will have priority over open recreation. When possible, part of the Recreation and Fitness Center will remain available for open recreation.

**Reserved Locker Rooms** Reserved lockers are available for a fee (only one person per reserved locker). Members who rent a reserved locker will be issued keys to access both the reserved locker room and locker. If a member forgets their key, RIS Staff will grant access to the locker (complimentary) one time only during their membership. A \$2.00 fee will be assessed to gain access each additional time thereafter. Renewal of reserved lockers must be paid in full before the expiration date; belongings will be removed the following day and the locker will be reassigned. A \$5.00 fee is assessed to reclaim belongings. Unclaimed belongings will be disposed after 30 days. Removed items that cause leakage, such as soaps, deodorants, shampoos etc., will be disposed of immediately or at the discretion of the RIS staff. The user will be charged for any damages to the locker or loss of key. Personal locks are not permitted and will be cut off each night. Charge for a lost or non-returned key is \$25.00 per key. Cell phone usage is prohibited.

**Rollerblades, Skateboards and Bicycles** Rollerblades and skateboards are not allowed for usage in the Recreation and Fitness Center or in the plaza area outside the facility. Bicycles may not be brought inside the facility. They MUST be locked up in the designated areas located OUTSIDE the facility.

**Signs/Flyers** All signs and flyers must be approved by RIS STAFF and will be posted by RIS STAFF only. Unauthorized flyers will be removed.

**Tape** Tape is not allowed on the gym floor or any walls within the facility.

**Theft** RIS is not responsible for misplaced, damaged, or stolen items. Secure all valuables by locking them in a locker.

**Tobacco Products, Alcohol and Illegal Substances** Tobacco, alcohol, and all illegal substances are not allowed in the Recreation and Fitness Center. Suspect patrons will be asked to leave the

facility immediately. Memberships may be revoked.

**Vandalism** Any patron vandalizing the Recreation and Fitness Center in any manner (kicking, hitting, writing, etc.) will be requested to leave immediately. Suspected patrons will be held financially responsible for any damage.

**Weapons and Firearms** No weapons or firearms of any kind are allowed in the facility. Patrons possessing any weapons will be denied access and University Police will be contacted immediately. Weapons are NOT allowed on any state premises.

## ***Weight Room and Fitness Equipment***

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*All facility policies apply to the weight room as well as those listed below.*

**Age** You must be 16 years of age or older to work out in the weight room or use cardiovascular equipment.

**Appropriate Attire** Dresses and skirts may NOT be worn while working out. Athletic apparel including T-shirt, shorts or pants, and closed toe and heel tennis shoes must be worn while working out in the weight room, multipurpose rooms, cardiovascular area, and gymnasium. Jeans/jean shorts or cut offs with metal clasps and belts are not allowed on any of the selectorized equipment or free weight/plate loaded benches. They are allowed on cardiovascular equipment, in the gymnasium and in the track area. No boots, aqua shoes, crock-type shoes, socks, sandals, or bare feet are allowed for any reason.

**Audio/Visual Equipment** Only RIS employees may operate audio/visual equipment for pre-set channels. Personal headsets with personal stereos are allowed. No boom boxes. Headsets are available for purchase.

**Benches** Exercises may not be performed while standing on the benches.

**Beverages** Bottled water is the only beverage allowed in the weight room.

**Cardiovascular Equipment** A thirty (30)-minute time limit (including five-minute warm-up/cool down) applies to all cardiovascular equipment while others are waiting. Please return cardiovascular equipment to original setting after completing your workout.

**Cell Phones** For safety reasons, cell phone usage is strictly PROHIBITED while using equipment. Cell phone usage is prohibited in all locker rooms, public restrooms, and assisted changing areas.

**Chalk** Chalk is not allowed in the Recreation and Fitness Center weight room.

**Collars and Clips** Safety collars and clips are MANDATORY on all free weight bars at all times.

**Equipment Etiquette** Please allow others to “work in” a set if you are performing more than one set on an exercise machine. Vacate machines between sets and wipe down exercise equipment after each use. Return free weight bars, plates, free weights, and all other equipment to proper locations after use. Gym wipes are provided for cleaning off machines. A towel is **MANDATORY**.

**Gum** Gum is not allowed in the weight room.

**Free Weights and Dumbbells** Weights and dumbbells are not to be removed from their designated areas. Please help to prolong the life of our equipment by not dropping weights and dumbbells.

**Mirrors and Glass Windows** Please do not touch the mirrors or glass windows. Leaning on mirrors and any glass to stretch is strictly prohibited.

**Personal Items** Personal items including backpacks, purses, and sports equipment are not allowed in the weight room or cardiovascular area. Cell phone usage strictly PROHIBITED while on equipment.

**Personal Trainers** See “Personal Trainers” on page 7.

**Spotters** All free-weight users must have at least one spotter. RIS Staff members are not required to spot. Squats done outside the rack require two spotters.

**Weight Accessories** Bars, handles, and other accessories are to be used only for intended purpose. Please do not overload any bar with weights. (Bar capacity: 7ft/1500lb; 6ft/500lb; 5ft/500lb)

**Weight Belts** Weight belts are permitted, but due to the potential of tearing and scratching equipment, belts may not be worn while leaning against or lying on exercise machines or benches.

**Weight Handling** Please maintain control of weights at all times; they may not be dropped or thrown. Please return weights to the appropriate storage racks after each use. Do not lean weights against the walls or mirrors. Weights may not be left on the floor or stacked against the walls or the equipment after use. Keep hands and feet clear of moving parts while machine is in use (selectorized equipment).

## ***Racquetball***

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*All facility policies apply to the racquetball courts as well as those listed below.*

**Beverages** Bottled water (no glass containers) is the only beverage allowed in the racquetball courts.

**Eye Guards/Shields** Eye guards/shields are strongly recommended while playing racquetball and handball and are available for purchase at admission control.

**Shoes** Only non-marking tennis shoes are allowed.

## ***Natatorium***

*All facility policies apply to the pool as well as those listed below.*

**Always shower before entering the pool.**

**Appropriate Attire** Appropriate swimming attire is required at all times. Inappropriate swim attire includes: cut-off shorts (cotton/blue jeans), g-string, thong, and all see-through bathing suits. Shirts cannot be worn over bathing suit at anytime while in swimming pool. Shoes and shirts must be worn through the facility to the locker room. Aqua shoes are allowed. Swimwear can be worn in the Natatorium and outdoor deck areas only.

**Behavior** Running, pushing, horseplay, dunking, riding on shoulders/back and other activities that endanger swimmers are not allowed. Lewd or abusive behavior and language will not be tolerated.

**Children** See Section "Children Policies" on page 9.

**Diving** Diving is not allowed at any time.

**Equipment** Fins and paddles are not available for checkout and must be supplied by the member/guest.

**Floats** Inflatable buoys, rings and toys are not allowed in the pool. Arm and/or waist floaties for children are allowed. Life jackets are available from the lifeguard. A person wearing a life jacket must be accompanied in the water at all times by an adult.

**Fluid/Wounds** Please do not spit, spout water, blow nose, urinate etc. in the pool. Those with open wounds, skin rashes or infections are not allowed in the pool.

**Lane Lines/Ropes** Please do not hang on lane ropes. When crossing lanes, please swim under the ropes.

**Lifeguards** Members/guests must obey the lifeguards at all times. When there are no lifeguards on duty, you are swimming at your own risk.

**Oils** Individuals may use LOTION only in the outdoor deck area. Oils are not allowed in the pool or outdoor deck areas. Individuals wearing oil will be asked to shower off or leave the area. Oil containers found on the deck will be confiscated.

## ***Gymnasium***

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*All facility policies apply to the gymnasium as well as those listed below.*

**Appropriate Attire** Gym shorts or sportswear only. Closed toe and heel, non-marking tennis shoes are required. Shirts must be worn at ALL TIMES.

**Behavior** Good sportsmanship and positive attitudes are preferred. Foul language (profanity) and obscene behavior are prohibited. Please cooperate at all times.

**Dunking** Slam-dunking, touching and hanging from the rim is STRICTLY PROHIBITED.

**Violation of any of the above will result in immediate suspension from the Recreation and Fitness Center.**

## ***Snack Bar***

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*All facility policies apply to the snack bar as well as those listed below.*

**Meal Cards** UNO declining meal cards can be used to pay for food/beverages at the snack bar.

**Trash** Please dispose of food and beverage containers in the designated receptacles. Please keep your recreation center clean.

## **Policy Checklist**

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*For your safety and enjoyment we appreciate your cooperation in the following areas:*

### **Cardiovascular/Selectorized Area**

- ✓ No one under the age of 16 admitted
- ✓ Towel required
- ✓  Do not use cell phone while exercising
- ✓  On selectorized equipment, allow others to work in a set
- ✓ Wipe perspiration off equipment
- ✓  Do not slam weights
- ✓ Return all machines to start position
- ✓  30-minute limit (including warm-up and cool-down) if others are waiting
- ✓  Keep noise level to a minimum
- ✓  Headphones required for TV listening
- ✓  Do not change TV channels
- ✓  Do not chew gum
- ✓  Gym/book bags are not permitted. No food or beverage allowed (except water)

### **Day Lockers**

- ✓ Children under the age of 12 admitted only with adult supervision
- ✓ Lock valuables in locker
- ✓ Keep area clean at all times
- ✓ Obtain locker key from Equipment Checkout
- ✓  Do not leave wet or damp items in locker
- ✓ Locker must be emptied daily and key returned to equipment checkout
- ✓ Return facility towel to equipment checkout
- ✓ Do not chew gum
- ✓ Food and beverage permitted only in snack bar and outdoor deck
- ✓ Day locker keys are not to leave the building
- ✓ No food or beverage allowed (except water)

### **Equipment Checkout**

- ✓ Must be at least 16 years of age to check out equipment
- ✓ Equipment checkout requires a current Student, Faculty/Staff or Fitness Center I.D. card
- ✓ All equipment must be returned (daily)
- ✓ Please pay for towels at Admission Control
- ✓ You **must** have a towel to workout upstairs
- ✓ Day locker key must not be taken outside of building (\$5.00 charge per day)
- ✓ \$25.00 charge for each lost locker key and/or reserved entrance door key

## **Free Weight Area**

- ✓ No one under the age of 16 admitted
- ✓ Towel required
- ✓ Do not use cell phone while exercising
- ✓ Do not slam weights
- ✓ Safety clips required
- ✓ Re-rack weights and dumbbells
- ✓ Allow others to work in a set while on equipment
- ✓ Wipe perspiration off equipment
- ✓ Return all machines to start position
- ✓ Spotter recommended
- ✓ Lift within your limits
- ✓ Keep noise level to a minimum
- ✓ No food or beverage allowed (except water)
- ✓ Do not change TV channel
- ✓ Do not chew gum
- ✓ Gym/book bags are not permitted

## **Gymnasium**

- ✓ No one under the age of 16 admitted
- ✓ Do not dunk, hang on, or touch the rim
- ✓ Do not use foul language
- ✓ Wear closed toe, non-marking shoes
- ✓ A shirt must be worn at all times
- ✓ Do not chew gum
- ✓ Enjoy the competition and have fun
- ✓ Cell phone usage is PROHIBITED on the courts
- ✓ No food or beverage allowed (except water)
- ✓ Gym/book bags are not permitted
- ✓ Equipment available at Equipment Checkout

## **Multi-Purpose Rooms**

- ✓ No one under the age of 16 admitted
- ✓ Do not use stereo equipment
- ✓ Lock valuables in locker
- ✓ Towel required
- ✓ Do not use cell phone while exercising
- ✓ Plastic bottles (water only) permitted
- ✓ Appropriate attire required
- ✓ Closed toe, non-marking tennis shoes only
- ✓ Do not chew gum
- ✓ Gym/book bags are not permitted

## **Outdoor Deck**

- ✓ Children under the age of 12 admitted only with adult supervision
- ✓ Keep area clean at all times
- ✓ Only food and beverages purchased on campus are permitted
- ✓ Keep noise level to a minimum
- ✓ Dispose of trash in receptacles
- ✓ No smoking

## **Pool**

- ✓ Children under the age of 12 admitted only with adult supervision
- ✓ NO DIVING (Pool depth 4 ft. to 4 ft. 6 inches)
- ✓ Shower before entering pool
- ✓ Appropriate swim attire required for all ages
- ✓ Diapered children must wear special leak proof protection while in pool
- ✓ Individuals with open wounds cannot enter the pool
- ✓ Share lap lanes
- ✓ Do not chew gum
- ✓ Food and beverage permitted only in snack bar and outdoor deck
- ✓ No tennis or street shoes allowed on deck

## ***PLEASE DO NOT:***

- ✓  Dive, Run, Jump, or Flip into the pool
- ✓ Sit on lane ropes
- ✓ Engage in Horseplay
- ✓ Proceed into pool area if you do not have on appropriate swimwear and have not showered.

## **Racquetball Courts**

- ✓ No one under the age of 12 admitted
- ✓ Ages 12-15 admitted with adult supervision only
- ✓ Advance reservations recommended
- ✓ Lock valuables in locker
- ✓ Eye shields strongly recommended
- ✓ Wear closed toe and heel, non-marking athletic shoes
- ✓ Adhere to time limits
- ✓ Plastic bottles (water only) permitted
- ✓ Gym/book bags are not permitted
- ✓ Do not chew gum
- ✓ No food or beverage allowed (except water)

## **Reserved Lockers**

- ✓ Children under the age of 12 admitted only with adult supervision
- ✓ Lock valuables in locker
- ✓ Keep area clean at all times
- ✓ Do not leave wet or damp items in locker
- ✓ Return facility towel to equipment checkout
- ✓ Do not chew gum
- ✓ No food or beverage allowed (except water)

## **Sauna**

- ✓ Do not hang any article of clothing over the heater.
- ✓ No one under 12 years of age admitted
- ✓ Ages 12-15 admitted with adult supervision only
- ✓ Pregnant women should avoid exposure to high heat
- ✓ Shower before entering
- ✓ After exercising, allow 5 minutes to cool down before entering
- ✓ Limit yourself to a maximum of 10 minutes
- ✓ Do not chew gum
- ✓ Gym/book bags are not permitted
- ✓ No nudity
- ✓ Do not add water to rocks

*Due to high temperatures, the sauna can be hazardous to your health. Consult your Physician before using, if you have or have had the following conditions: high blood pressure, heart disease, respiratory problems and any other medical condition.*

## **Snack Bar**

- ✓ Children under the age of 12 admitted only with adult supervision
- ✓ Keep the area clean at all times
- ✓ Only food and beverage purchased on campus is permitted
- ✓ No loitering, Snack Bar area is for eating
- ✓ Keep noise level to a minimum
- ✓ Dispose of trash in receptacles
- ✓ Food and beverages permitted only in snack bar and outdoor deck

## **Track**

- ✓ No one under the age of 12 admitted
- ✓ Ages 12-15 admitted with adult supervision only
- ✓ Walkers, joggers, and runners permitted
- ✓ Baby strollers are not permitted on track
- ✓ Appropriate sport shoes must be worn
- ✓ Do not use cell phone while on track
- ✓ Do not chew gum

- ✓ Gym/book bags are not permitted
- ✓ Track length = 1/10 mile One mile = 10 laps
- ✓ Walkers outside lane; runners inside lane
- ✓ No glass containers
- ✓ No spectating from track
- ✓ No food or beverage allowed (except water)