

**Stephen D. Newlin Family Wellness and Recreation Center
(SD Mines Wellness Center)**



Policy Manual & Procedures

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I. Introduction

A. Overview, Mission, Vision

1. Overview:

The Stephen D. Newlin Family Wellness & Recreation Center opened July 2015 to serve SD Mines students, faculty and staff. The Wellness Center offers Group Exercise, Bouldering Wall, Weight Room, and the Fraser Gymnasium where intramurals and club sports can participate in organized activities. Facility amenities allow for a variety of activities for guests to improve fitness levels and stay in shape. The Wellness Center is a fitness and health focal point for the campus of South Dakota School of Mines and Technology.

B. General Information

1. Location:

Stephen D. Newlin Family Wellness & Recreation Center (King Center)
501 E. St. Joseph St.
Rapid City, SD 57701
Website Address: <http://www.sdsmt.edu/WellnessCenter/>
Phone: 605-394-1734
Fax: 605-394-3375

2. Wellness Center Facility Features:

- Bouldering Wall
- 2 Basketball/Volleyball Courts (1 Mondo Surface, 1 Hardwood Court)
- 2 Racquetball Courts
- 1 Group Exercise Room
- Weight Room Space with Free Weights & Strength-Training Equipment
- Locker Rooms
- Group Fitness Classes

3. Hours:

Academic Year:

Monday-Friday 6:00 a.m. - 10:00 p.m.

Saturday-Sunday 9:00 a.m. - 5:00 p.m.

Summer Hours:

Monday-Thursday 1:00 p.m.-5:30 p.m.

Friday 11:00a.m. – 1:00p.m.

Saturday-Sunday Closed

**Closed Holidays and Academic Breaks

4. Scope of Services in Building:

a. Campus Fitness:

- i. Encompasses all exercise equipment, fitness classes, program, and bouldering wall.
- ii. The purpose of these amenities is to provide diverse opportunities to enhance life-long health and well-being through fitness.

b. Recreation Programs:

- i. Encompasses all intramural and sport club activities, racquetball courts, basketball/volleyball courts.
- ii. The purpose of these services is to provide opportunities for all activity fee paying SD Mines students, both undergraduate and graduate, to participate in organized, informal sports. They also

provide areas where students, faculty and staff can participate in informal sports as their time and interests permit.

5. Contacts:

Wellness Center Coordinator: Seth Nichols
Office Location: Wellness Center Office #247
Office Phone: 605-394-1734
Email: seth.nichols@sdsmt.edu

Assistant Wellness Coordinator: Steve Johnson
Office Location: Wellness Center #246
Office Phone: 605-394-2386
Email: steven.johnson@sdsmt.edu.edu

C. Standardization and Control of Operation Documentation

1. The purpose of this manual is to provide users of the SD Mines Wellness Center with guidelines. The goal of the SD Mines Wellness Center is to provide a safe and enjoyable environment to those utilizing the facility. The use of the SD Mines Wellness Center is a privilege and individuals who fail to cooperate with established policies may have their privileges revoked. The SD Mines Wellness Center Staff reserves the right to use their discretion on policies not covered in this operation and policy manual.
2. The Wellness Center Coordinator and Assistant Coordinator are responsible for the creation of new policies or the updating of existing policies.

D. Code of Conduct

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

1. Do not disrupt the actions of other guests/students.
2. Do not harass other guests/students.
3. Do not perform negligent, abusive, or exploitive acts to employees, guests, or students.
4. Treat all SD Mines Wellness Center staff and facility with respect.
5. Not steal or aide in the theft of SD Mines Wellness Center property.
6. Will not use or be under the influence of alcohol, tobacco, or any other uncontrolled substance within the SD Mines Wellness Center.
7. Will not counsel or invoke other employees, guests, and/or student to violate the Code of Conduct/Policies of the SD Mines Wellness Center.

8. Refrain from vulgar language and offensive conduct. Language/actions deemed offensive will not be tolerated
9. Adhere to the rules and policies of the SD Mines Wellness Center.
10. Act in a safe, responsible manner regarding themselves and others

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

E. Assumption of Risk

All guests must sign a Waiver of Liability to have access to the Wellness Center and all-encompassing facilities in the King Center. Furthermore, the SD Mines Wellness Center exercises an “exercise at your own risk policy” and that your participation at the facility is strictly voluntary.

II. Access/Entrance/Exit to Facility

1. The SD Mines Wellness Center operates from multiple entrances of the King Center. One main entrance, located on the south side of the facility, and the other on the north side of the facility. These doors open at the time the SD Mines Wellness Center is scheduled to operate.
2. Entrance to the facility requires the use of a SD Mines Identification Card. Cards are non-transferable and to be used exclusively by the individual named and pictured on the ID. Staff reserves the right to check for identification at any time.
3. Entry and exit of the facility must always be through the designated doors, individuals who enter or exit through non-designated doors are subject to disciplinary action.

III. Policies, Rules, and Regulations

A. General Policies

1. A current and valid SD Mines ID card is required to enter the facility.
2. The Wellness Center is NOT responsible for any personal items left unattended and/or unsecure in any facility. Personal items may be locked in day-use lockers located in various areas of the facility as well as those bought in the men’s and women’s locker room.
3. No spitting on floors, walls, water fountains, restroom sinks, etc.
4. Facility wide audio system: music selections and control is reserved to the Wellness Center Coordinator only.
5. Headphones must be used with all personal electronic listening devices.
6. Approval to take pictures/videos must be directed to the Wellness Center Coordinator. Pictures/Videos may NOT be taken in the locker rooms. It is recommended that picture/video requests be made at least 24 hours in advance to the Coordinator for approval.
7. All areas and equipment within the SD Mines Wellness Center shall be used for their intended purposes only.
8. It is requested that those with concerns about the facility or equipment report to the SD Mines Wellness Center staff as soon as possible
9. Prohibited Activities: Certain activities are prohibited in the SD Mines Wellness Center during recreational hours without explicit permission from the Coordinator. The following provides examples of such activities; however, the SD Mines Wellness Center Coordinator and Assistant Coordinator reserve the right to ban any activity they deem unsafe.

- a. No Baseball/softball activities (bats and balls are not allowed)
- b. No flying of electric or battery powered model planes or paper planes
- c. No wrestling, boxing or related mixed martial arts activities
- d. No golf
- e. No skateboards, rollerblades, bicycles, or scooters are allowed
- f. Non-SD Mines teaching instruction is prohibited
- g. No balloons of any size
- h. Animals are not permitted in the facility with the exception of trained and licensed service animals

B. Accidents/Injuries

1. Please contact a member of the SD Mines Wellness Center staff should an accident/injury occur and the appropriate safety measures will be taken
2. The staff member who is contacted about the accident/injury must fill out an incident report and notify the correct personnel of the incident.

C. Alcohol, Tobacco, Other Drugs and Weapons

South Dakota School of Mines and Technology is a substance free campus. The possession and/or distribution of alcoholic beverages, drugs, tobacco (including smokeless), and any dangerous weapon is not allowed on/in any facility on campus. Violation of this policy will result in immediate removal from the facility and further disciplinary action may be taken if deemed necessary

D. Appropriate Attire and Footwear

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

1. Closed toed shoes, full-back, sleeveless shirts or full t-shirts covering the stomach, and shorts/pants must be worn at all times. Exceptions to be made on limited basis. Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate undergarments and support are required as well.
2. Properly laundered clothing is required for sanitary reasons.
3. Soft soled, closed toed athletic shoes must be worn in all activity geared areas of the SD Mines Wellness Center; these shoes must be clean, dry shoes not used outdoors
4. Belts, metal zippers, studs, etc. are prohibited as they may damage exercise equipment and pose a risk of injury.

E. Locker Rental

1. Lockers are available for rent for Faculty and Staff (Both Free of Charge) in the downstairs Men's and Women's Recreational Locker Rooms.
2. Rented lockers must be issued by SD Mines for overnight use. Personal locks used for overnight use will be cut and belongings will be confiscated. Confiscated items will be kept for up to 2 weeks in the Wellness Center. Unclaimed items will be donated.
3. All rented locker occupants must sign Locker Agreement before lock is issued.

F. Cell Phones

1. Use of cell phones is allowed
2. Use of cell phones is prohibited within the locker rooms
3. Out of respect, please limit cell phone use to public areas

G. Damages

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

H. Ejection/Suspension from the facility

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

I. Equipment Checkout

1. A valid student or membership ID must be presented to checkout equipment
2. Failure to return equipment by closing time will result in the forfeiture of SD Mines Wellness Center access until property is returned.

J. Food and Beverages

1. Water in closed containers may be used in the exercise or gym areas
2. Glass containers are prohibited at all times
3. No food allowed in any area of the SD Mines Wellness Center.
4. Vending machines are located by the Front Desk Hallway. We do not keep change on hand. Guests are required to provide correct change for machines.

K. Lost and Found

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

IV. Area Specific Policies

A. Cardio Equipment

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

B. Free Weight Area

1. Free weights, barbells, and dumbbells must be returned to their appropriate racks after use.
2. Do not lift beyond capabilities. It is imperative that individuals know their limits. If necessary, use a spotter and/or ask a staff worker for assistance.
3. Although the floor is built for dropping weights, please refrain from slamming weights down. They should be set down properly. **CONTROL THE WEIGHT DOWN.**
4. Report any irregularity of equipment to the appropriate staff.
5. Closed toed, athletic shoes must be worn at all times.

C. Fraser Gymnasium

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

D. Bouldering Wall

1. Guests **MUST** check in to Wellness Center Front Desk. 12 person maximum allowed in Bouldering Room at one time.
2. Observe and practice safe climbing techniques. Dangerous or unsafe behavior will result in suspension of climbing privileges.
3. SD MINES Students, Faculty, and Staff **ONLY**.
4. **NO DIRTY OR UNKEPT SHOES ALLOWED ON WALL.**
5. Wellness Center Staff has the right and the responsibility to deny access to the wall for any individuals whom they consider a safety risk to themselves or to others.
6. Problems such as accidents, loose holds, damaged equipment, or unsafe climbing must be reported to the on-duty Wellness Center Staff as soon as possible.
7. Food and drink are not allowed in the designated climbing area except for water.
8. Spotters are required.
9. Never boulder underneath someone else.
10. No more than 6 climbers are allowed on the wall at any given time.

11. Climbers are responsible for appointing their own spotters.
12. Climbers should always assess their comfort level in spotting another climber, or in being spotted. Nobody is ever obligated to spot!
13. Participants should climb with caution and at their own risk!

E. Group Exercise Room

1. The Group Exercise Room is available for unorganized workouts during regular hours. Please refer to the schedule posted outside the Group Exercise Room for Group Exercise Class Schedules.
2. The Group Exercise Room is available for reservation in the Wellness Center.

F. Racquetball Courts

1. Non-marking athletic shoes only on courts
2. No kicking and/or throwing equipment towards the ceiling, glass wall, or sprinkler system
3. Equipment should be used for its intended purpose only
4. Reservations must be made at the courts prior to using the racquetball courts.

V. Postponements & Inclement Weather

The Wellness Center will be closed when SDSMT campus is closed due to inclement weather.

VI. Emergency Policy & Procedures

A. Emergency Contacts

1. Campus Safety- 394-6100
2. Rapid City PD/FD/First Responders- 911

B. Evacuation Plan

1. In the event that the Wellness Center must be evacuated due to a fire or other emergency, the following procedure must be followed. Upon hearing or seeing the fire evacuation alarm, all persons within the Wellness Center will immediately begin exiting the building through the nearest available exit route.
2. All people within the Wellness Center will convene in the green space located on the far end of the parking lot (South End). This will allow quick assessment of missing persons and avoid interference with the emergency responders.

