Allen Fitness Center (AFC) Operational Policies

ACCESS
- Membership is required for the AFC—those eligible include UWSP/MSTC students, UWSP Faculty/Staff, UWSP Faculty/Staff Retirees, UWSP Graduates, and Guests (spouses/partners/adult children of members).
- Those not eligible for membership may show a photo ID and purchase a day pass.
- A current waiver is required with each membership/day pass.
- Identification Requirements—To participate as a member, the valid UWSP-issued ID card with the facility privilege attached must be presented before each workout.
- No ID? No Workout! No exceptions!
- Sign-up policies are as follows: UWSP students and UWSP faculty/staff sign up for a membership online at http://www.uwsp.edu/fitrec. Payment is made by student billing or payroll deduction for faculty/staff. MSTC students, retirees, graduates, and guests must sign up in person at the AFC desk and pay with cash or check. A completed university waiver form is required for use of fitness facility.
- Payment Methods – Cash check are accepted for AFC programs and services. Students must use student billing for AFC memberships. Current UWSP Faculty/staff must use payroll deduction for the AFC membership.
- Refunds – All membership purchases are final – no refunds or membership transfers will be granted.
- Minors are not allowed in the AFC.
- Designated free workout programming is open to current UWSP students, Faculty/staff, and MSTC students only. In order to participate for free, a participant must present a current ID each and every time.

CONDUCT
- Carry in clean, dry work out shoes.
- Complimentary sweat towels are self-service and members are asked to limit themselves to one towel per visit. Shower towels are available by request at the desk with a limit of one towel per visit.
- Personal gear, including coats, sweatshirts, backpacks, and other personal items, must be left in lockers, cubbies or on racks. The AFC is not responsible for lost or stolen items.
- Alcohol and tobacco are prohibited in the AFC.
- Talking on the phone in the AFC is not permitted.
- Clothing designed for sport or activity is required. An athletic shirt (must cover chest, sides, back, and stomach), gym shorts or sweat/yoga/athletic pants, and athletic footwear (no open-toe shoes) are expected.
- Glass is not permitted in the AFC. In addition, beverage containers must be closable.

EQUIPMENT
- Users are expected to wipe off machines/equipment after each use with the cleaner and towels provided spraying the towel, not the equipment.
- Step away from weight machines during rest/recovery periods to allow access for others.
- All equipment must be used appropriately, in the manner for which use was intended, and in accordance with AFC expectations.
- Lockers in the lower level hallway are available for rent through the AFC. Renters must furnish their own lock.
- Lockers in the men’s and women’s locker rooms are for daily use only. Locks are not permitted overnight.

SERVICE DISRUPTIONS/CANCELLATIONS
- When inclement weather, power outages or emergency conditions exist, the AFC will follow procedures outlined by the UWSP campus. If the main UWSP campus closes, the AFC will close until classes resume as normal. Members will be notified via email and notifications will be posted on our social media pages for relevant service disruptions.
- All membership purchases are final – no refunds or membership transfers will be granted.