

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 Community members. UWSP students under the age of 18 will need to have a parent/guardian signature to purchase membership.
- 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 membership online at <http://www.uwsp.edu/fitrec>. Students must sign up even though the cost will be \$0. Payment is made by 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 –Current UWSP faculty/staff must use payroll deduction for the membership. Cash or check is accepted for other AFC members.
- 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 faculty/staff and MSTC students only. Participants must present a current ID each and every time.

CONDUCT

- All visitors must clean their respective equipment after each use. This includes when stepping off machine between sets.
- 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.
- Carry in clean, dry work out shoes. No open-toe shoes allowed.
- Complimentary sweat towels are self-service and members are asked to limit themselves to one towel per visit. Shower towels are available 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.
- Inappropriate behavior (fighting, pushing, etc.) and offensive or abusive language is prohibited.
- 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 spraying directly on 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 on the lower-level hallway are available to AFC members at no charge with Locker Rental Agreement form. Users 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. Locks left overnight will be removed and items inside the locker will be placed in the lost and found.

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 of relevant service disruptions.
- All membership purchases are final – no refunds or membership transfers will be granted.
- These policies and procedures are subject to change at the discretion of the University, University Centers or the Fitness and Recreation subunit.

