



Wellness & Recreation Services Participant Policy Manual 2019-2020

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1. Access & Accessibility

1.1. Access

- a. The Lola & Rob Salazar Student Wellness Center (LRS-SWC) is a controlled access facility. Only authorized students, patrons, and guests are allowed entry and must check in at main entrance.
- b. All currently enrolled CU Denver Students and members must present their Lynx Card or membership card for identification at the Welcome Desk to enter the LRS-SWC.
- c. All students, patrons, participants, and guest must complete and sign a Participant Notice of Risk and Waiver. This Waiver must be renewed at least annually.
- d. Use of another person's ID is prohibited. Doing so will result in confiscation of ID. Other disciplinary action may consist of a two-week suspension by both the card user and the card owner.
- e. All patrons and guests of the LRSSWC must be 18 years old or older, exception for any currently enrolled CU Denver students under the age of 18.
- f. Children of CU Denver students may be permitted in Level 1 or Level 2 Lounges on a case-by-case basis as approved by a Facility Supervisor.

1.2. ID Forgiveness

- a. Students and members are permitted access to the facility up to three times per semester without their ID card. For students their CU Denver issued Student ID, Lynx Card; for members, an ID card provided by Wellness & Recreation Services at time of membership purchase. The semesters are:
 - i. Fall: August 1st to December 31st
 - ii. Spring : January 1st to May 31st
 - iii. Summer: June 1st to July 31st
- b. Students must present a government issued photo ID such as a driver's license if their photo is not on file.
- c. This only allows students access to the facility—not to participate in any programs with own check in process, e.g. intramurals.
- d. The Welcome Desk staff will track each time students and members utilize the ID forgiveness policy.
- e. After the third offense in one semester, the member will not be permitted access without the appropriate membership/CU Denver ID. Alternatively, a member may pay \$15 for a guest pass in order to gain entry if all three ID forgiveness instances have been used.

1.3. Americans with Disability Act (ADA) Statement

- a. Wellness & Recreation Services encourages participation in activities by individuals with disabilities. If you are an individual with a disability who requires accommodation in order to participate in a program, please contact the Welcome Desk in advance at 303-315-9355 or email lynxwellness@ucdenver.edu

1.4. Assumption of Risk

- a. Wellness & Recreation Services attempts to provide a safe and enjoyable atmosphere for all participants. Each participant is responsible for making good choices in relation to his/her skills and health.
- b. Participation in activity is on a voluntary basis. By voluntarily electing to use the LRS-SWC, participants assume all risk for any harm or injury sustained.



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- c. Please take responsibility for your actions. Do not take risks or participate in activities that may not be appropriate for you. Furthermore, please do not engage in activities that may harm or injure others.
- d. It is the responsibility of each participant to determine whether he/she has the proper condition of health to participate in activity at the LRSSWC. If there is uncertainty, it is strongly recommended he/she should consult a physician. The participant is responsible for all costs associated with such consultation.
- e. LRS-SWC does not provide any medical or accident insurance for individuals participating in activities made available or sponsored by Wellness & Recreation Services or CU Denver. It is advisable that each participant have his/her own medical insurance coverage. In exchange for participating in physical activities and/or exercises within facility, participant understands they do so at their own risk and understand that they are responsible for payment of medical services and care for any injuries sustained.
- f. Participant agrees to assume all risk of personal injury or loss, bodily injury (including death), damage to or loss of, or destruction of any personal property resulting from or arising out of participation in activities or attendance. Participant hereby releases, waives, indemnifies, holds harmless, and discharges the Regents of the University of Colorado, a body corporate, and any entities affiliated with the foregoing, and all employees, officers, agents, students, representatives and volunteers of the foregoing kind from all claims, damages, and injuries arising out of their activities, including their use of equipment and facilities provided by Wellness & Recreation Services, the University of Colorado Denver or the Regents of the University of Colorado, a body corporate and any other person, directly arising out of connection with his/her participation in or in attendance in Wellness & Recreation Services.
- g. Please contact a member of the Wellness & Recreation Services staff should an accident, injury or related incident occur. Your assistance in promoting safety is greatly appreciated.

1.5. Membership Policy

- a. Student Access
 - i. CU Denver Students assessed the Wellness & Recreation Services fee will have access for the semester in which they are enrolled.
 - ii. CU Denver Students who are enrolled, but not assessed the Wellness & Recreation Services fee (online students and select academic programs), are permitted to purchase a membership at the non-fee assessed student rate (see Non-fee CU Denver Student below).
- b. CU Denver affiliates eligible for a membership include:
 - i. CU Denver Faculty, Staff and Retirees
 - ii. CU Denver Alumni
 - iii. CU Denver Retro-Active: students assessed the fee from Fall 2015-Spring 2018 have complimentary access for the number of semesters paid towards the project. Retro-Active Alumni may activate their membership at the Welcome Desk.
 - o One semester is equivalent to 4 months of access. The following are semesters that would be eligible for Retro-Active Alumni membership:
 - Fall 2015; Spring 2016; Summer 2016; Fall 2016; Spring 2017; Summer 2017; Fall 2017; Spring 2018.
 - o Retro-Active Alumni months expire August 1, 2023; 5 years from open date.
 - o Once membership is activated, Retro-Active Alumni months will be used consecutively until depleted.
 - Retro-Active Alumni memberships may not start then stop, with the exception of documented medical illness or military leave.
 - Retro-Active Alumni memberships are non-refundable and non-transferrable.
 - iv. CU Denver Anschutz staff and students, membership fees apply
 - v. CU Denver Authorized Volunteer
 - vi. CU Denver Contract Providers
 - vii. Denver Community: Limited membership



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- c. Sponsored Member or Student Sponsored Member
 - i. A CU Denver student or member may sponsor up to 2 individuals for memberships.
 - ii. The CU Denver sponsor will be held accountable and liable for the actions of the sponsored member.
 - iii. Sponsored memberships are only valid when the sponsoring member holds an active membership.
 - iv. Sponsored members may purchase a maximum of one-year consecutive membership. Sponsored membership contracts must be renewed annually.
 - v. Sponsored members may not sponsored additional members.
- d. Member Agreement
 - i. *I understand membership to Lola & Rob Salazar Student Wellness Center (LRS-SWC) is non-refundable / non-transferable.*
 - ii. *Cancellation of membership is subject to Wellness & Recreation Services approval. Cancellation may be granted only for one of the following reasons with required documentation:*
 - *Medical emergencies that inhibit the member from utilizing the SWC*
 - *Relocation*
 - *No longer employed at CU Denver*
 - ii. *I agree to abide by CU Denver Wellness & Recreation Services Policies & Guidelines located on the website.*
 - *I understand I must present my membership card in order to access the facility; failure to present my ID or membership card may result in my not being allowed to use any or all parts of the facility.*
 - *I am aware of the "THREE STRIKES RULE" in regards to forgetting my membership card: A member can access the LRSSWC without their membership card by presenting a government issued ID if their photo is not on file. After 3 check-ins without a membership card, he/she/they will not be permitted to access the facility without their membership card or without purchasing a guest pass.*
 - *If membership card is lost, a new replacement card must be purchased for \$5.*
 - iii. *I know LRSSWC may be occasionally closed to members due to maintenance or scheduled events. I further understand a portion of my membership will NOT be refunded in the event of any total or partial closure.*
 - iv. *I understand there are no refunds for non-usage of LRS-SWC.*
 - v. *In consideration of being allowed to use LRS-SWC, I hereby for myself, my heirs, executors, administrators and all others who claim on my behalf waive and release the Regents of the University of Colorado, a body corporate and any other persons or entities acting on their behalf, and their successors and assigns, from any and all liability arising from my usage of LRS-SWC. I have read all of the foregoing and agree to all the terms and conditions therein stated.*

1.6. Guest Policy

- a. Single day guest passes are available to CU Denver affiliates and non-affiliates.
- b. Day passes are intended to accommodate individuals who would like to use the facility on a non-contract basis. Day passes do not need to be purchased in advance and are available at the Welcome Desk.
- c. A day guest passes include access to the facility along with group fitness, GT45 services.
- d. All guests using day passes must sign the Wellness & Recreation Services Notice of Risk and Waiver.
- e. Daily guest pass is valid only on the date shown on the receipt and expires at closing time for date issued.
- f. Guests are required to present a government issued photo ID to the membership staff at the time of purchase.
- g. Wellness & Recreation Services reserves the right to approve or deny any pass transaction.

1.7. Non-Participant & Spectator Policy

- a. Non-participants or spectators are allowed to access the facility 30 minutes prior to start time for various activities, programs, and events at no cost including:



- i. Spectators who wish to view an Intramural sport or contest may not enter the facility until 30 minutes prior to the scheduled game time.
 - ii. Spectators of an approved special event
 - b. All Non-Participants and Spectators must check in at the Welcome Desk and sign the Non-Participant Agreement.
 - i. Upon signature, spectators acknowledge they have read the Wellness & Recreation Services Notice of Risk and Waiver and agree to all statements on the agreement.
 - c. Any spectator under the age of 18 must be accompanied by an adult at all times, and may not utilize equipment or participate in program activities.
 - d. Spectators agree not to utilize any equipment or participate in any programming. Those wishing to participate can purchase a day pass or pay programming fees at the Welcome Desk.
 - e. Spectators will be required to wear a spectator wrist band.
 - f. Spectators are not allowed for the following activities:
 - i. Group fitness classes
 - ii. Personal Training/Group Training (GT45)
 - iii. Informal/open recreation activities
 - g. The Wellness & Recreation Services staff reserves the right to ask any Non-Participant or Spectator to exit the facility at any time if found violating any policies or guidelines.
- 1.8. Facility Tours
- a. Wellness & Recreation Services provides organizational tours of the LRS-SWC for groups or individuals upon request.
 - b. Non-members are not permitted to tour without a designated WRS staff tour guide.
 - c. Groups or individuals are requested to contact the Welcome Desk to establish an appointment for a tour.
 - d. Impromptu/walk-in tours of the LRS-SWC will be accommodated as staff is available.
 - e. A tour will be conducted by the Facility Supervisor or full time staff.
 - f. Facility/activity participation is not associated with a tour. In addition, there is no age minimum for a tour, but minors under the age of 18 must be accompanied by adult.

2. General Policies, Rules & Regulations

2.1. General

- a. All patrons are expected to be responsible, courteous, and safety conscious at all times. Disorderly conduct, abuse or misuse of the facility or its equipment, or disregard for policies will not be tolerated. Violators will be asked to leave the facility and may be subject to disciplinary action. Violators of the policies may also be suspended from using the facilities.
 - i. Depending on the severity of the violation, incidents may be referred to Auraria Police, Student Conduct Office and/or Office of Equity, and/or Auraria Campus Police as appropriate.
- b. Bicycles, unicycles, skateboards, rollerblades, scooters, or hover boards are not allowed inside the facility.
 - i. Exception: equipment serviced in the bike shop.
- c. The use of elevation training masks is prohibited within the facility for safety concerns.
- d. Wellness & Recreation Services adheres to the CU Denver Animals on Campus Policy, which includes Service Animal Qualifications, Service Animal Care and Control Requirements, and Extent of and Restrictions on Service Animal Access. The comprehensive policy can be found [here](#).
- i. Only qualified Service Animals are allowed in the facility. All other animals are strictly prohibited. Service Animals are allowed on the pool deck, but not in the water due to health and safety restrictions and concerns.
- ii. Emotional Support Animals are not permitted in University facilities.
- e. Use of lounge areas and informal recreation spaces such as exercise studios, multipurpose courts, and game room are on a first-come, first-served basis.



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- f. Wellness & Recreation Services programs will take priority over informal recreation at certain times.
 - g. Personal items should not be left unattended, placed on the floor or on equipment. Patrons are encouraged to use locker rooms or day lockers for belongings. Personal items are not the responsibility of Wellness & Recreation Services.
 - h. No item(s) or person(s) shall be placed or occupy space directly in front of emergency access doors.
 - i. Shower towels are available for rental to members with an unlimited towel membership add on, or a single, daily use purchase. Two towels per visit. Return the towel to the designated towel return area in the locker room or at the Welcome Desk.
 - j. The LRS-SWC is a substance-free facility. Possession of alcohol, cannabis, illegal drugs, and tobacco, including smokeless tobacco and e-cigarettes, are prohibited. Possession of such items will result in removal from the facility, contact of Auraria Campus Police, and may be subject to further disciplinary action as deemed appropriate by Student Conduct. Wellness & Recreation Services reserves the right to check liquid substances in personal beverage containers.
 - k. Spitting in the common areas or activity areas such is not permitted.
 - l. Headphones are required for personal stereos, unless occupying the fitness studio.
 - m. A closing announcement will be made at approximately 15 minutes prior to closing. All participants are expected to finish their activity, re-rack all weight equipment, return any checked-out equipment, finish showering and exit the facility by closing time.
 - n. It is requested that members report any concerns about the facility and/or equipment to the staff as soon as possible.
 - o. Solicitation is not permitted on the property by outside groups or individuals.
 - p. Accidents, injuries and incidents should be reported immediately to the Wellness & Recreation Services employees.
 - q. All equipment, furniture and items in the facility must be used in accordance with manufacturers' guidelines.
 - r. Participants exhibiting at-risk health behaviors may be referred to CU Denver or Auraria campus health resources.
 - s. Wellness & Recreation Services employees reserve the right to make judgment and the final decision on policies not covered in this Participant Policy Manual.
- 2.2. Food and drink
- a. Food and drink is only permitted in the following areas unless otherwise approved by the Assistant Director of Facilities & Operations:
 - i. Kitchen, 1st floor Study, 2nd floor Den.
 - b. Water and sport drinks ONLY are allowed in activity areas including:
 - i. Fitness 1, Fitness 2, Gym, Fitness Studios, pool and the Mezzanine.
 - ii. Water and sport drinks must be in a non-glass container with a closed lid. Coffee cups and other disposable cups are not permitted.
 - c. All containers are subject to substance check at any time by the Wellness & Recreation Services staff.
 - d. Glass containers are not permitted in the facility.
 - e. Chewing gum is NOT permitted in activity spaces.
 - f. Tobacco, including Chewing tobacco is not permitted in the facility.
- 2.3. Attire and footwear
- a. The Wellness & Recreation Services staff reserve the right to determine the acceptability of all exercise attire. Failure to dress properly will result in denied access to the LRS-SWC.
 - i. Clothing must meet public decency standards.
 - ii. Clothing with offensive language, designs, or pictures is not acceptable. Participants may be asked to turn offensive clothing inside out.



- iii. Shorts/pants must be worn for all activities in the LRS-SWC. Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves.
 - b. Participants must wear a closed-toed, non-marking rubber soled athletic shoe while participating in any programs and services with the following exceptions:
 - i. Group Fitness Studios when participating in classes such as Yoga
 - ii. Locker Room areas
 - iii. Kitchen
 - iv. The Study
 - v. The Den
 - vi. Wellness Suite
 - vii. Climbing Wall Prep Area
- 2.4. Third Party Instruction Policy
- a. Personal training may be provided only by those individuals who are employed by Wellness & Recreation Services.
 - i. Anyone not employed by Wellness & Recreation Services who is observed or suspected to be conducting third party personal training may be approached and questioned regarding their activities.
 - ii. If a staff member concludes that this policy has been violated, both trainer and patron may be asked to leave the Wellness Center. Repeat violations of this policy may result in suspension from LRS-SWC.
 - b. The following coaching or instruction must be performed by WRS staff only, including but not limited to:
 - i. Swimming instruction
 - ii. Personal training or health coaching
 - iii. Coaching for a specific sport
 - iv. Instructing a fitness class
- 2.5. Lost & Found
- a. Report any lost or stolen items to the Welcome Desk or contact Auraria Campus Police Department to file a report.
 - b. All found items are stored in a locked cabinet location.
 - c. Participants can claim items at the Welcome Desk by providing identification.
 - d. All unclaimed personal belongings and objects are subject to be donated on a weekly basis. Water bottles are subject to be donated on a bi-weekly basis.
- 2.6. Behavior policy
- a. Use of the LRS-SWC is a privilege and all participants are expected to respect the rights of others. Members and guests are expected to display acceptable and appropriate social behavior while participating in any programs or services. The staff reserve the right to refuse access or remove any individual(s) whose behavior is inappropriate or in violation of University rules and regulations. Your cooperation is appreciated.
 - b. Inappropriate behavior which will not be tolerated includes but is not limited to:
 - i. Verbal abuse
 - ii. Physical abuse
 - iii. Psychological abuse
 - iv. Obscene gestures or actions
 - v. Abuse of staff in any form
 - vi. Profane or indecent language
 - vii. Possession/use of alcohol, cannabis or illegal drugs
 - viii. Use of Tobacco or e-cigarettes
 - c. If a student, member or guest participating in a program or service and is directed to leave a facility, program or activity for misconduct, the student or member:
 - i. Must leave the facility immediately.



- ii. Must meet with the appropriate staff person(s) responsible for the program/facility in which the misconduct occurred within three (3) working days of notification by LRS-SWC staff. This meeting may include Auraria Campus police department.
 - d. If the student, member or guest does not meet with the appropriate staff person, then they shall immediately be ineligible for further access or competition in any program or facility until they have met with the appropriate staff person for the program/facility in which the misconduct occurred.
 - e. Once the employee has informed a participant, member or guest of the necessity to meet with the appropriate staff person, it is that student, member or guest's responsibility to schedule an appointment with the appropriate staff person to review their behavior and subsequent eligibility to participate in the program/facility. If discipline is necessary, it will begin after the meeting with the staff person or designee.
 - f. Depending on the severity of the incident, Wellness & Recreation Services reserves the right to suspend access to a student, member or guest indefinitely until a meeting with the appropriate staff member has been conducted.
 - g. If necessary discipline is removal of a participant from one program, individuals may still participate in other programs or have access to the LRS-SWC.
 - h. If necessary discipline is removal of a participant from all Wellness & Recreation Services, the individual may not participate in any programs within the facility.
 - i. Any incident involving a student, member, or guest who strikes, hits, pushes, threatens, spits on, kicks, verbally abuses any staff, employee, participant, spectator, user, member or guest will result in immediate suspension from all programs and facilities. Furthermore, all relevant information related to the incident may be forwarded to the Dean of Students Office and/or the Auraria Campus Police if deemed appropriate by the staff.
- 2.7. Equipment check out
- a. Checking out
 - i. Any current student or member can checkout equipment with their Lynx Card or membership card.
 - ii. It is the student or member's responsibility to keep track of and return their specific piece of equipment.
 - iii. Outdoor equipment (equipment taken outside the building for more than one day) requires a rental fee and a Rental Agreement form.
 - b. Returning
 - i. Any checked out equipment must be returned to the Welcome Desk after use.
 - ii. If not returned, a hold will be placed on the student, member or guest account. The individual will not be allowed to access the facility until the equipment has been returned or the individual has paid to replace the equipment.
 - iii. If equipment is damaged when returned, the student, member or guest may be responsible for paying a fee as determined by Wellness & Recreation Services professional staff.
- 2.8. Photography policy
- a. All photography, videotaping, or other forms of media within the LRS-SWC must be pre-approved by Wellness & Recreation Services professional staff.
 - b. By entering the facility, you consent to being the subject of any photography, audio, or video recordings while participating in Wellness & Recreation Services programming and/or open recreation activities. These photographs and recording may be used for Wellness & Recreation Services publication or for any other additional promotional marketing purpose produced by Marketing & Membership Coordinator.
 - c. Guidelines:
 - i. Once approved, individuals will receive a photography pass that is to be worn at all times while taking photos in the facility. This will signify to facility staff that photography access has been granted.
 - ii. Once access is granted, photographers must wear access badge during entire shoot. Badges must be returned to the Welcome Desk at the completion of the shoot.



- iii. Photography must be conducted without disruption or limitations to Wellness & Recreation Services operations, accessibility of equipment, entrances/exits, doorways, and high traffic areas.
- iv. Photography is permitted for noncommercial use only. Photographs may not be published, sold, reproduced, distributed, or otherwise commercially exploited in any manner without written consent from Wellness & Recreation Services.
- v. Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from the Wellness Center and may be reported to CU Denver Police, Student Conduct Office, and/or Office of Equity.
- vi. All personal, professional-photo shoots must be approved by Wellness & Recreation Services professional staff. Subjects must adhere to all facility guidelines during photo events.
- vii. Photos or video may not be recorded in private spaces such as locker rooms, restrooms, or lactation room.

2.9. Signage Policy

- a. Wellness & Recreation Services will accept and approve a sponsored event or recognized student organization poster to hang in the facility. Only one poster per event/organization is permitted and it may not obstruct other posted materials.
- b. These materials are restricted to the public signage board.
- c. All posters utilized in collaborative efforts between the Wellness & Recreation Services and other departments must be approved and posted by the Marketing & Memberships Coordinator.
- d. Wellness & Recreation Services reserves the right to refuse posters if deemed necessary.

2.10. Facility Reservations & Special Events

- a. All organized activities must be sponsored or approved by Wellness & Recreation Services to take place in the facility. Groups wishing to reserve activity space must submit a Reservations & Event Request Form. Approval of Facility Reservation requests is dependent upon; priority scheduling, availability, impact to existing programs, scope and nature of the event, date(s) of facility request, and the submission date of the facility reservation request.
- b. Anyone interested in reserving space at LRS-SWC must complete the online Reservations & Event Request Form least 10 business days in advance.
- c. Wellness & Recreation Services staff has the right to deny any facility reservation request if they are unable to accommodate the event, or due to any conflict of interest.
- d. All participants must complete Wellness & Recreation Services Notice of Risk and Waiver prior to the event.
- e. All participants and spectators attending the event can only enter the facility 30 minutes prior to the event start time
- f. The primary contact person for the reservation or special event accepts all responsibility for actions of the participants as well as any damage to the facility and equipment.
- g. The primary contact person for the reservation or special event is responsible for the care and supervision of all minors under the age of 18 who may be participating in the event.
- h. The primary contact person for the reservation or special event is responsible for cleaning up after the event or LRS-SWC may schedule staff specifically for clean up at an additional cost.
- i. Some events or reservations may require an additional fee for a Wellness & Recreation Services Facility Supervisor, subject to Assistant Director Facilities & Operations determination.

3. Facility Policies & Guidelines

3.1. Swimming Pool

- a. Access to the pool area including pool deck is only allowed during open pool hours and when a certified lifeguard is on shift.
- b. Proper swim attire must be worn at all times.
- c. WRS staff instruction must be followed at all times.



- d. Be courteous of other swimmers by sharing lanes.
 - e. All swimmers must shower before entering the pool.
 - f. Notify staff of pool issues.
 - g. No urinating in pool.
 - h. Swimming with open wounds or infections is not permitted.
 - i. No food or drink- other than water- in pool area; no glass in pool area.
 - j. Towel off completely before leaving pool area.
 - k. Return pool equipment to designated area.
 - l. Extended underwater breath-holding, diving and long distance underwater swimming are not permitted. Hypoxic training, competitive sprint swimming with little or no breaths are not permitted.
 - m. There will always be at least two lanes available at all times for lap swimming.
 - n. Any classes taught in the pool will be led by employed certified instructors who have current accredited certification and CPR/AED/First Aid Certifications.
 - o. Roughness, running, pushing others, dunking, splashing, snapping of towels, hanging on the lane lines, and other rough housing actions are not permitted.
 - p. The chair lift is designed for members and guests who need assistance entering and exiting the pool. The chair lift was designed to be self-operable by the occupant. For questions regarding the use of the chair, staff on duty should assist. If assistance is required for using the chair lift, members may bring an attendant to help operate the chair lift.
 - q. The pool manager and/or lifeguard on duty has the right to dismiss, suspend, or prohibit from the pool and/or related facilities any person endangering the health, safety, or pleasure of the other pool patrons.
 - r. Only Coastguard-approved lifesaving devices are permitted for use in our facility. Not all flotation devices are considered "lifesaving devices" and we may ask that participants use a life vest that we will have available at all times free of charge.
- 3.2. The Study Lounge
- a. All reservations are made either at the Welcome Desk or over the phone (303-315-WELL).
 - b. Study room reservations may be requested by CU Denver students and SWC members.
 - c. Reservations can be requested up to 1 week in advance.
 - d. Reservations can be requested for up to 4 hours per day, per user.
 - e. Reservation requests must be submitted at least 24 hours in advance of the time needed. Voicemails will not be considered.
 - f. If the Study Room is not reserved, the room is available on a first-come, first-served basis. We do ask that you are out 5 minutes before the next scheduled reservation.
 - g. Reservations who do not show up within 15 minutes of the start of the reservations will be cancelled and it will become available for first-come, first-served basis.
 - h. Study room reservations are intended for the use of 2 or more people.
 - i. Participants using study rooms are expected to clean up after themselves. Leave no trace.
 - j. Technology, furniture and equipment should be used only as the manufacturer intended.
 - k. Rooms must be used for academic purposes. You may be asked to relocate if activities are not deemed appropriate.
- 3.3. The Kitchen
- a. Participants are expected to clean up after themselves. Leave no trace.
 - b. Microwave covers are required when microwave is in use.
 - c. Personal appliances are not permitted.
 - d. Participants are not able to store personal items or food in the facility.
- 3.4. Outdoor Adventure Center
- a. The Bike Shop



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- i. Participants using the bike shop must bring their bike through the exterior entrance.
 - ii. Work stations are available for member use during open shop hours only, with staff present.
 - iii. Participants will only be charged for price of the replacement part and not for labor if they work alongside the technician to learn how to do it themselves.
 - iv. Additional storage fee applies for bike left longer than 2 business days.
 - v. No refunds issued.
- b. Outdoor Adventure Rental Shop
- i. CU Denver students and members are able to rent equipment.
 - ii. Reservations can be made 24-hours in advance.
 - iii. Equipment is available for check-out or return only when shop is open. Rentals outside of shop hours may occur by appointment, and must be coordinated with the Outdoor Adventure Coordinator.
 - iv. University-issued ID or other form of photo ID must be presented at time of pick-up, along with a credit card which will be kept on file for payment and any late/damage fees.
 - v. At time of check-out the member will sign an Equipment Rental Agreement form acknowledging they are familiar with equipment and will assume financial responsibility for any damage or loss of equipment during rental period.
 - vi. Payment of rental fees will be done at the Outdoor Adventure desk with credit card.
 - vii. A late fee will be charged for each additional day that the equipment is checked out past the due date.
 - viii. Equipment must be turned in clean and dry. Additional cleaning fees will be charged for equipment that is excessively dirty, and will be determined by Outdoor Adventure Staff.
 - ix. Refunds will not be issued for equipment that is unused or returned early.

3.5. Locker rooms

- a. Wellness & Recreation Services is NOT responsible for lost, stolen or damaged items.
- b. Day use lockers are available at no cost during hours of operation. These lockers must be cleared or belongings will be cleared by Wellness & Recreation Services employees and placed in lost and found at the end of each day.
- c. Wellness & Recreation Services is not responsible for theft or damage to personal property left in lockers.
- d. Wellness & Recreation Services requests that the locker rooms be used for the intended purposes:
 - i. Storage of personal items
 - ii. Changing of attire
 - iii. Showering
- e. Towels are provided at the Welcome Desk. Participants should return towels to the towel drops.
- f. Photography or video recording are prohibited in the locker rooms.
- g. LRS-SWC includes a men's locker room, a women's locker room, and four individual showers/restrooms on Level 1. Both Level 2 and Level 3 have a men's restroom, a women's restroom, and 2 individual restrooms.

3.6. Fitness 1: Strength Training

- a. Do not store personal items on floor; utilize lockers. It is recommend to lock up your personal items.
- b. Wipe machines with disinfectant after use. Pre-moistened towels are provided.
- c. Report any damaged equipment, accidents, or misconduct to the weight room staff.
- d. If you are unaware of the proper usage of equipment, please ask.
- e. Equipment may not be modified or used in a way not intended by the manufacturer.
- f. The use of a spotter in heavy lifts is encouraged.
- g. Maintain control of weights at all times. Slamming, dropping and throwing of weights and/or equipment is prohibited, with the exception of barbells in platform areas.
- h. Weight collars are required on barbells.
- i. Return equipment to appropriate storage areas and racks.
- j. No equipment may leave the designated areas. Dumbbells and plates must remain on rubberized flooring on Level 1. Machines are not to be moved.



- k. Olympic lifting should take place on the designated platforms.
 - l. Remain at least three feet away from mirrors or walls.
 - m. No stepping or standing on adjustable and flat benches. Use the designated plyo boxes for these activities.
 - n. Vacate weight machines between sets. Allow others to "work in" if you are performing more than one set.
 - o. Be courteous to others. Wellness & Recreation Services staff has the authority in rule interpretation and enforcement. Failure to comply with any of the policies may result in temporary or permanent loss of use privileges.
 - p. Attire with exposed rivets, buttons, zippers, or other metal parts is not permitted on equipment.
- 3.7. Fitness 2: Endurance Training
- a. Use of cardio machines during peak hours is limited to 30 minutes.
 - b. Use machines as manufacturer intended.
 - c. Clean machines after use with disinfectant wipes.
 - d. Please report equipment malfunctions to Wellness & Recreation Services employees.
 - e. Equipment in Fitness 2 area must remain on rubberized flooring within Fitness 2.
 - f. No fitness equipment may be carried on cardio machines.
 - g. Do not hang personal items on or by machines. Utilize lockers for personal items.
- 3.8. Gym
- a. Hanging from the rim or net is prohibited.
 - b. Athletic shoes are required to be worn in the gymnasium. No sandals, bare feet, or turf shoes allowed.
 - c. No weight equipment on gym floors.
 - d. Participants MUST seek assistance from Wellness & Recreation Services employees for adjustments to the volleyball, badminton or other sporting equipment.
 - e. Ask Wellness & Recreation Services employees to raise or lower divider curtain and/or bleachers in the event of sporting activities.
 - f. Priority scheduling will be utilized on gym courts.
- 3.9. Climbing Features
- a. Climbing Wall
 - i. Equipment available at the climbing wall: ropes, harnesses, climbing shoes, locking carabineers and belay device.
 - ii. Patrons must check in at the climbing area desk before entering the climbing area.
 - iii. Do not step on, hang on, or swing on the ropes.
 - iv. Closed toed shoes must be worn during climbing and belaying.
 - v. Participant will be charged for unreturned or damaged equipment.
 - vi. Personal climbing equipment may be used if inspected for safety.
 - vii. Use of chalk sock and chalk bag is highly encouraged.
 - viii. Climbing with personal stereos or music is not allowed.
 - ix. Climbing wall staff reserve the right to remove anyone from the climbing areas that they deem to be a risk to themselves or others.
 - x. Patrons must pass the belay test before belaying other climbers.
 - xi. Patrons must pass the lead climbing test and skills check before lead climbing.
 - xii. Patrons must attend climbing wall orientation prior to climbing.
 - xiii. Metal lead climbing anchors are not allowed for hand or foot holds.
 - b. Bouldering Wall
 - i. Bouldering is rock climbing without the use of equipment.
 - ii. Bouldering is allowed only on the boulder wall area, not in the top rope area.
 - iii. Bouldering is allowed any time the LRS-SWC is open.
 - iv. Climbers are responsible for finding their own spotters.
 - v. Never boulder in anyone's fall zone.



vi. Down climbing is always recommended rather than jumping down.

c. Rope Climbing

i. Rope climbing is rock climbing including the use of climbing equipment.

ii. Various skilled routes enable climbers to ascend to the top of the wall working with a certified belayer.

iii. Rope climbing is only allowed during open wall hours.

iv. All belayers must be certified and/or tested out by a Climbing Wall Associate.

v. Patrons must perform partner checks before climbing as instructed in climbing wall orientation.

vi. Climbers are required to use proper climbing commands: "On belay?" "Belay on" "Climbing?" "Climbing on" "Lower?" "Lowering".

vii. Only the figure-8 follow-through knot, with the proper amount of tail is to be used to tie in climbers.

viii. Finishing knot or safety knots are not permitted.

ix. All climbers must perform a belayer-climber, climber-belayer rope cross check prior to climb.

x. Belay devices must be attached to the participant's harness by means of a locking carabiner.

xi. Climbing lessons-in-progress have priority use of wall areas. Staff may ask patrons to move to another area at any time.

3.10. The Den

a. Gaming consoles and other recreational activities are available on a first-come, first-served basis.

b. Please report equipment malfunctions to Wellness & Recreation Services employees.

c. Technology, furniture and equipment are to be used as manufacturer intended.

d. Food and drink are permitted with care.

e. Artwork is not meant to be touched or moved.

3.11. Wellness Suite

a. The Nook

i. The Nook is a quiet room where students, members or guests can nap or read quietly.

ii. The Nook is a noise free space.

iii. Conversation should be kept to a minimum.

iv. Cell phones must kept on silent.

v. Inappropriate physical contact between users is not permitted.

vi. 1 person per nap space.

vii. Food and drink are not permitted.

viii. Must remain fully dressed. Shoes may be removed.

b. Reflection Rooms

i. Reflection rooms may be used for meditation, reflection, prayer, or other individual wellness activities.

ii. Maximum time use is 30 minutes.

iii. No food or drink permitted in the reflection rooms.

iv. Clean up space and return to original state following use. Leave no trace.

v. No personal items may be stored in reflection rooms.

vi. Activities permitted in these rooms must be related to meditation, reflection or prayer.

vii. Restricted activities include studying, homework, sleeping, lounging, and group activities.

3.12. Group Fitness Studios

a. Fitness studios are available on a first-come first-served basis outside of the hours of scheduled programs or reservations.

b. Classes begin on time. Participants arriving more than 5 minutes late may not be permitted.

c. Wellness & Recreation Services dress code must be followed. *barefoot permitted based on class format.

d. No food or gum permitted. Water in sealable, plastic drink container only.

e. Non-marking, rubber soled shoes are required.

f. Cell phones are not permitted during class.

g. Bags and personal items must be placed in cubby or locker.



- h. Equipment to be used only as manufacturer intended.
 - i. Audio & visual equipment may be manipulated by Wellness & Recreation Services employees only.
 - j. Maximum occupancy: Mind Body Studio – 30, Cardio Strength Studio – 35.
- 3.13. The Movement Loft
- a. Store personal items in lockers, cubbies and hanging racks in locker rooms or commons areas.
 - b. Wipe machines with disinfectant after use. Pre-moistened towels are provided.
 - c. Report any damaged equipment, accidents, or misconduct to the Wellness & Recreation Services employees.
 - d. If you are unaware of the proper usage of equipment, please ask.
 - e. Equipment may not be modified or used in a way not intended by manufacturer.
 - f. Return equipment to appropriate storage areas and racks.
 - g. No equipment may leave the designated loft area.
 - h. Remain at least three feet away from mirrors, walls and windows.
 - i. Area not available for general use when Wellness & Recreation Services or programs are taking place.
- 3.14. Personal Training Room
- a. Private personal training sessions and assessments will be conducted in this room.
 - b. Members must be accompanied by an employed personal trainer or staff member. No personal, unsupervised use of this room will be allowed.
 - c. 30 and 60 minute private sessions are available.
 - d. Only one trainer and client(s) can use the room at a time.
- 3.15. Terrace
- a. Terrace is available on a first-come, first-served basis, except when reserved for programs or reservations.
 - b. Tobacco and smoking devices are prohibited on the Terrace.
 - c. Food is permitted. Dispose of items in appropriate receptacle. Drinks must be contained in sealable, plastic drink containers.
- 3.16. CU Denver Sports Field
- a. CU Denver departments, registered student organizations and club sports may request reservations via the Wellness & Recreation Services reservation protocol.
 - b. Please help us maintain the beauty and safety of our outdoor spaces by following these guidelines. A fee may be charged if cleaning or repair is required. All internal rules of behavior apply outdoor with the additional requirements:
 - i. Keep all sidewalks free of obstructions and make sure wheelchair ramps are accessible.
 - ii. Alcohol is prohibited.
 - iii. Tobacco and smoking devices are prohibited on the field.
 - iv. Pole tents are prohibited due to the potential for damage to the turf and underground utilities. Frame tents are permitted. No spiking into ground.
 - v. Dance floors and other ground lying platforms are prohibited. Frame based stages are allowed with prior approval.
 - vi. Clean up after yourselves and your guests. Trash cans and trash removal will be provided by Wellness & Recreation Services and AHEC.
 - c. Failure to comply with University or Wellness & Recreation Services policies or Federal, State and local law may result in the cancellation of future reservations, rejection of future reservation requests and/or a fine appropriate with the misconduct.
 - d. Discrimination in the use of these facilities based on race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy is prohibited.
 - e. Any third party vendor affiliated with an event must provide Certificate of Insurance to AHEC.
- 3.17. The Courtyard



- a. Courtyard is available on a first-come, first-serve basis, except when reserved for programs or activities.
 - b. Fitness equipment is not permitted on the courtyard, unless for programmed events.
 - c. Tobacco and smoking devices are prohibited on the Courtyard.
 - d. Food and drink is permitted. Dispose of items in appropriate receptacle.
- 3.18. Weapons Control Policy (CU Denver)
- a. The unauthorized possession of firearms, explosives, and other dangerous or illegal weapons on or within any University of Colorado campus, leased building, areas under the jurisdiction of the local campus police department or areas where such possession interferes with the learning and working environment is inconsistent with the academic mission of the university and, in fact, seriously undermines it;
 - b. The unauthorized possession of such weapons threatens the tranquility of the educational environment in an intimidating way and it contributes in an offensive manner to an unacceptable climate of violence;
 - c. The Board of Regents and the University of Colorado are committed to upholding the law, recognizing the right of citizens to protect themselves and others in accordance with the Colorado Concealed Carry Act, and preserving the University of Colorado campuses as safe and tranquil learning environments;
 - d. The unauthorized possession of the firearms, explosives, or other dangerous or illegal weapons on or within any University of Colorado campus, leased building, or other area under the jurisdiction of the local campus police department is prohibited. Notwithstanding the foregoing, the University of Colorado shall not, by rule or regulation, restrict the ability of any person who has been lawfully issued a permit to carry a concealed handgun under the provisions of Colorado law to exercise the right to concealed carry in any public places or publicly accessible buildings on the University of Colorado campuses. It shall not be a violation of this policy for such person to carry a concealed handgun consistently with the requirements of Colorado law. When acting pursuant to such a permit and acting in conformity with Colorado law possession of a concealed handgun on university property shall not be deemed to be unauthorized.
 - e. A "dangerous or illegal weapon" may be an instrument of offensive or defensive combat; anything used, or designed to be used, in destroying, defeating, or injuring a person; an instrumentality designed or likely to produce bodily harm; or an instrument by the use of which a fatal wound may probably or possible be given. A "dangerous or illegal weapon" may include, but not be limited to, the following: any firearm, slingshot, cross-knuckles, knuckles of lead, brass or other metal, any bowie knife, dirk, dagger or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance. A harmless instrumentality designed to look like a firearm, explosive, or dangerous weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon.

4. Program Policies & Guidelines

4.1. Aquatics

- a. Individual and buddy swim lessons are available for students and members lead by a certified Water Safety instructor.
- b. Fees **MUST** be paid at the time of scheduling. Sessions must be canceled 24 hours in advance. Improper cancellations will result in the loss of session and fee.
- c. Swimming lesson sessions expire one year from purchase date.
- d. Swimming lesson sessions may not be split; sessions must be completed as sold. Sessions are non-transferable and non-refundable unless in the case of physician documented medical injury or illness.
- e. Swimming lesson participants must complete appropriate medical/health history screen forms prior to participation.
- f. Participant must abide by the access policies previously outlined and present their Lynx Card or Membership Card to enter facility.



- g. Participants should be ready and in pool area by start time of lesson. Lessons will not be extended due to late arrival.

4.2. Group Fitness

- a. Food and drink are NOT permitted in the Group Fitness Studios.
- b. Store personal belongings in cubbies or lockers. Locks are recommended.
- c. Only authorized staff is permitted to operate audio-visual equipment.
- d. Use equipment only as manufacturer intended. Do not remove equipment from studios.
- e. Studios are not available for recreational use during scheduled class times.
- f. Participants must have current membership or daily guest pass in order to participate in group fitness.
- g. Fitness classes are subject to change or cancellation at the discretion of Wellness & Recreation Services professional staff.
- h. Classes begin promptly on time. Classes close after 10 minutes of start time.
- i. Appropriate athletic clothing and closed toe, non-marking rubber soled shoes are required except in mind-body formats.
- j. Notify instructor of any injuries or medical conditions prior to class.

4.3. Personal Training

- a. All participants interested in personal training sessions must complete a medical/health history form.
- b. All participants engaging in personal training must complete in-house pre-activity screening and consultation prior to beginning with a certified personal trainer.
- c. Re-assessments will be performed every 6-8 weeks as long as the client is still working with a personal trainer
- d. All information shared between trainer and client shall remain confidential, unless information involves potential threat to client's health or others around them.
- e. Individuals considered medically high risk will need to complete the medical clearance prior to beginning personal training services.
- f. Clients presenting medical risk factors may be referred to a qualified health care provider.
- g. If a participant's risk stratification deems medical clearance necessary, and the participant denies medical clearance, participant must complete a waiver of medical clearance to assume the risks of training.
- h. Fees MUST be paid at the time of scheduling. Sessions must be canceled 24 hours in advance. Improper cancellations will result in the loss of session and fee.
- i. Personal training sessions only take place on the CU Denver LRS-SWC and campus property.
- j. Clients exhibiting unhealthy behavior (disordered eating, over exercise, depression) may be referred to a qualified health care provider.
- k. Health coaching will be provided to include basic behavior change strategies and basic nutrition guidance.
- l. Personal training will only be performed with certified personal trainer within Wellness & Recreation Services.
- m. The personal trainers must maintain a NCCA accredited personal training certification and pursue necessary continuing education.
- n. Personal training sessions are non-transferable, and non-refundable unless medical documentation is provided to demonstrate that the client is unable to complete the sessions.
- o. Personal training sessions expire one year from purchase date.
- p. Personal training sessions may not be split; sessions must be completed as sold.
- q. Client information will be stored in secure location to protect personal information.
- r. Non-member clientele must meet their personal trainer at the front desk prior to every session for escort into the facility.

4.4. GT45 Group Training Policy

- a. All participants interested in GT45 Group Training must complete a medical/health history form.



- b. All participants engaging in GT45 Group Training must complete in-house pre-activity screening and consultation prior to beginning with a certified personal trainer.
- c. All information shared between trainer and client shall remain confidential.
- d. Client information will be stored in secure location to protect personal information as stated by HIPAA.
- e. Males above 45 years old, females above 55 years old, or those considered medically high risk will need to complete the medical clearance prior to beginning personal training services.
- f. Clients presenting medical risk factors may be referred to a qualified health care provider.
- g. If participant's risk stratification deems medical clearance necessary, and the participant denies medical clearance, participant must complete a waiver of medical clearance to assume the risks of training.
- h. GT45 Group Training sessions only take place on the CU Denver LRS-SWC and campus property.
- i. Clients exhibiting unhealthy behavior (disordered eating, over exercise, depression) may be referred to a qualified health care provider.
- j. Health coaching will be provided to include basic behavior change strategies and basic nutrition guidance.
- k. Complimentary monthly assessments will be offered to members with a current GT45 membership.
- l. GT45 Group Training will only be performed with a certified personal trainer within Wellness & Recreation Services.
- m. GT45 Group Training personal trainers must maintain a NCCA accredited personal training certification and pursue necessary continuing education.
- n. GT45 Group Training sessions are non-transferable, and non-refundable unless medical documentation is provided to demonstrate that the client is unable to complete the sessions.
- o. GT45 Group Training session packages expire one year from purchase date.
- p. GT45 Group Training unlimited membership is non-refundable and non-transferable. 30 day cancellation notice required to terminate auto draft membership.
- q. Clients must register online up to 48 hours in advance. Limit 12 participants per session.
- r. Waitlist spots are available if session is full. Registered participants will forfeit their spot if they are not present at the start of the session.

4.5. Intramurals

- a. Eligibility
 - i. All LRS-SWC members are eligible to compete in intramural activities provided they have access to all facilities and can present a valid CU Denver identification card upon request by intramural staff. Any player using an assumed name is an ineligible player.
 - ii. Any team permitting an ineligible player to participate forfeits the contest in which the ineligible player takes part.
 - iii. Any player who violates the eligibility rules shall be ineligible from further competition. Any teams the player has competed with may be subject to forfeiture of all contests.
- b. Online Scheduling – Sign up online at www.imleagues.com during the posted registration dates. Be sure to create an account, look for University of Colorado Denver, click Intramurals, complete the Intramurals Notice of Risk and Waiver, and find the sport.
- c. Check in policy
 - i. Participants should check in with the on-site intramural supervisor. The supervisor will then direct the team to their designated field/court.
 - ii. Participants should seek out the Official's binder for their game. The Official's binder is available from the supervisor, the game official for a team's designated field/court, or at the field/court's scorer's table.
 - iii. Any participants wishing to use intramural equipment for warm-ups must present a valid CU Denver ID card to the Intramural Program Manager. Individuals are held responsible for all damaged, lost, or stolen equipment.



- d. Managers' Meeting - For all major team sports, there will be a mandatory Manager's Meeting after the completion of online registration. All rosters and schedules will be distributed at this meeting. Also, Intramural staff will discuss all IM policies and procedures as well as rules for the respective sport. Managers unable to attend the meeting may request to take a makeup quiz by contacting the Program Manager of that sport prior to the meeting. Any team that has not contacted the Assistant Director of Competitive Sports and Camps and is not represented at the meeting may lose their spot to waitlist teams. Any team that has not paid for their team prior to the cutoff date may also be removed from the league and replaced by waitlist teams.
- e. Sportsmanship
 - i. Good sportsmanship is vital to the conduct of each intramural sport. All participants and spectators are expected to behave in a mature, sportsmanlike manner, regardless of the heat of competition. A team is responsible for the actions of all individual members and spectators directly related to the team. Teams and individuals are equally responsible for ensuring proper conduct before, during, and after the contest.
 - ii. All students must complete the Risk Waiver on IMLeagues and adhere to the University Of Colorado Denver Student Code Of Conduct. [CU Denver-CodeofConduct.pdf](#)
- f. Forfeits – Game time is forfeit time. No Exceptions unless cleared by the Intramural Director prior to the contest.
- g. Refunds – All sales are non-refundable, non-transferable except in the case of a documented medical illness/injury from a physician.
- h. Inclement Weather
 - i. In case of inclement weather, the Intramural Staff will determine if the game is cancelled. Games stopped at the game site due to lightning will not start until 30 minutes after the last strike. Cancellations will be emailed via IMLeagues on the Announcement board and posted on social media.

4.6. Club Sports

- a. Eligibility
 - i. Membership is open to all current CU Denver Downtown campus students who pay the student fees.
 - ii. Members may participate as part-time students. Any student enrolled in just a one credit class who pays student fees CAN participate. Students from the Anschutz Medical Campus are required to pay \$10 in additional dues because these students do not pay the student sport club fees in the student fee structure that Anschutz students observe when registering for classes.
 - iii. Club Teams in cooperation with national organizing bodies may limit membership based on eligibility rules. Many clubs also require tryouts, and can limit membership based on minimum credit hours, or minimum GPA.
 - iv. Potential members must read and sign a Club Sports Notice of Risk and Waiver, and Proof of Health Insurance and Code of Conduct indicating the individual understands the risks and responsibilities assumed in participation. CU Denver is not liable for any injury or harm to an illegal participant. All students must comply with the CU Denver Student Code of Conduct [CU Denver-CodeofConduct.pdf](#)
 - v. Formation of a Club Team
 - For new Club Sports, formation must meet these minimum requirements that include but are not limited to:
 - Two other colleges or universities in Colorado should already have that existing sport.
 - The Asst. Director for Competitive Sports and potential captain must meet to discuss the vision for the sport (see step one and two for details).
 - University Risk Management, University Counsel and Campus Leadership may need to vet and approve additional sports team based on risk and sport team structure prior to going to the Club Sports Student Council for vote.



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- b. Online Scheduling – Sign up online at www.imleagues.com during the posted registration dates. Be sure to create an account, look for University of Colorado Denver, click Club Sports, and find the sport.
 - c. Refunds - all sales/dues are non-refundable, non-transferable.
 - d. Travel Policy - All Club Sports members are responsible for transportation to and from any activities related to the Club Sports program. Travel must be authorized by the Asst. Director, Competitive Sports and Camps.
 - e. Fines – Refer to the Club Sport Manual for imposition of team fines.
- 4.7. Outdoor Adventure Trips
- a. Registration will take place at the Outdoor Adventure desk.
 - b. Full payment must be made at time of registration with check or credit card to secure spot.
 - c. Outdoor Adventure Notice of Risk and Waiver form must be filled out at time of registration.
 - d. Waitlist spots will be available as soon as the registration reaches maximum capacity. Participants can join waitlist without making payment.
 - e. Participants are required to attend the pre-trip meetings. Anyone who does not attend the meeting must schedule a meeting with the Outdoor Adventure Coordinator.
 - f. All essential equipment to the trip will be provided by the Wellness & Recreation Services.
 - g. Full refund will only be issued if the trip is cancelled by the Outdoor Adventure program
 - i. If participant cancels their registration two weeks in advance of the pre-trip meeting, they will receive a credit in full amount to their account to use on other Wellness & Recreation Services.
 - ii. For any cancellations less than two weeks prior to the trip, participants will need physician documentation to receive a refund in the form of account credit.
 - h. Trips and excursions are only open to CU Denver students and LRS-SWC members unless stated otherwise.
 - i. Participants are expected to stay for the duration of the trip, and cannot leave early or join the group late.
 - j. No drugs, alcohol, or firearms are permitted on any Wellness & Recreation Services sponsored outing.
- 4.8. Health Promotion & Outreach
- a. Presentation requests must be sent to Health Promotion & Engagement Coordinator.
 - b. Events and presentation requests must be submitted 2 weeks prior to the event for consideration.
 - c. Students directed to the Alcohol Education class from the CU Denver Student Conduct Office must enroll in the class at least five business days prior to course.
 - i. Students must attend the entire session in order to be compliant. Students who miss a portion of a session will need to re-take the entire class.
 - ii. Students must meet with the instructor for a 30 minute, one-one meeting within two weeks of the course in order to complete the class.

Wellness & Recreation Services reserves the right to update all facility policies as needed.