



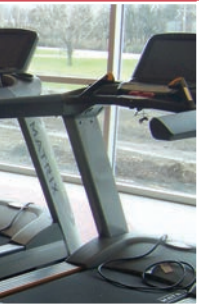
NORTHWEST


IOWA COMMUNITY COLLEGE

Lifelong Learning & Recreation Center



Policies and Procedures





Welcome to the Lifelong Learning and Recreation Center. We hope you enjoy your visit to this beautiful facility.

The **goals** of the Lifelong Learning and Recreation Center (LLRC) Staff are:

- To provide a clean, safe, and friendly environment for all participants.
- To provide opportunities for wellness and recreation for students of NCC and community members.
- To be a resource for wellness information and promote lifelong wellness and learning.

Membership Policies

To ensure that all visitors have a safe, productive, and enjoyable time, please observe the following policies and encourage your fellow visitors to do the same.

Before participants begin using the equipment and facilities of the LLRC, they must: fill out a membership form, pay/make payment arrangements at the front desk, and perform a short orientation to the facility and equipment with LLRC staff.

All LLRC participants must have a current, valid LLRC membership card with them at all times. Failure to present membership card will result in removal from the facility. Membership cards may be checked at any time by LLRC staff members.

Users should stop by the Front Desk to scan/show membership card when entering the building.

In the event a member loses their membership card, a \$10 fee will be applied before a new membership card is provided.

Sharing membership cards for access into the building is considered forgery; this act will result in loss of privileges and confiscation of membership cards and potential legal action.

Facility Policies

Users must follow all policies for each area of the LLRC and comply with requests made by LLRC staff. Participants are expected to be courteous to other facility users and staff and to treat the facility and the equipment with respect. Individuals who engage in unacceptable or disruptive behavior may have their access to the facilities revoked, modified, and/or be subjected to further LLRC disciplinary action.

The LLRC will be open as frequently as possible to best suit our members needs. However, LLRC hours can change due to staff training, holidays, inclement weather, emergencies, and events. The LLRC will observe and close for college and national holidays. Members will be given notice prior to any closings. The Coordinator of the LLRC will look at closing for severe weather conditions on a case by case basis so that we can best serve the members of the LLRC and keep staff members safe. Announcements regarding closings will be posted/announced on the NCC website, area TV/radio stations, and the NCC phone system. In addition, members will be sent notifications via the email address provided upon registration.

An LLRC Support Staff member will be on duty during all of our open hours. If you have any questions or need assistance, please locate the LLRC Support Staff on duty for help.

Food is permitted in the cyber café area only. Non-spill plastic water bottles are permitted in work-out areas.

No chewing tobacco, or sunflower seeds are permitted in the facility. Chewing gum is allowed, but participants are expected to utilize this privilege appropriately.

Do not spit on the floor or in the drinking fountains.

Please be sure that your footwear is clean before entering the facility. This helps to keep the facility clean and causes less damage to the facility and equipment. Street shoes may not be worn for activities in the gym. If you walked from outside into the gym in your shoes, they are street shoes. Save your gym shoes for gym use only in order to protect the floor.

Individuals under the influence of alcohol, illegal substances, or in possession of such substances will be asked to leave the facility. Permission to re-enter the facility may be subject to the review of the Coordinator of the LLRC.

Smoking is not permitted in the building or on the LLRC and NCC grounds.

Profanity, abusive language, and/or unsportsmanlike behavior will not be tolerated. Persistent use of such behavior as deemed unacceptable by LLRC staff will result in forfeiture of utilization privileges.

Vandalism, assault, theft, and possession of firearms are considered criminal activities and will result in immediate police action.

LLRC staff will provide a first response to all facility emergency situations. First Aid supplies for injuries are available at the front desk. Injuries should be reported to a staff member immediately.

Appropriate attire, including full coverage shorts or pants (long enough to cover you while bending, stretching, and lifting) must be worn. Shirts and shoes must be worn at all times when using fitness equipment. Full length t-shirts and tank tops are acceptable. Bare midriff shirts are not acceptable. Jeans or pants that may result in damage to equipment are not acceptable. LLRC staff may ask you to change your clothing or not allow you access for the day if your clothing is unacceptable. All clothing should be in good taste without objectionable logos, graphics, etc.

No bicycles may be parked in the facility—adequate bicycle racks are located around the building. Bicycles, skates, skateboards, rollerblades, and roller-skates are not allowed in the LLRC. Strollers for infants and toddlers are allowed on the walking track as long as traffic flow is not disrupted.

Pets are not allowed in the LLRC—with the exception of Guide, Service, or Signal Dogs. Participants requiring use of service dogs should alert staff immediately.

Personal belongings including coats, books, bags, backpacks, etc. may not be left near fitness equipment. All items should be left in the cubbies provided or locked in a locker or car. Backpacks, purses, and bags should not be in activity areas—all fitness and activity areas must be clear of personal items. The LLRC and NCC are not responsible for lost or stolen items.

Lost and Found items should be turned in to the front desk.

Items to be posted on the communication boards/bulletin boards at the LLRC must be approved by the Coordinator of the LLRC.

Padlocks for lockers may be checked out at the reception desk.

Lockers are available for drop-in/day use. When you are done for the day, please remove your lock and take your belongings with you.

Do not leave your belongings unattended at any time in the locker rooms. Do not leave belongings in a locker unless you have locked it. The locker rooms are not guaranteed secure areas. The LLRC is not responsible for lost or stolen items.

Facility Rental is available for events and activities. Anyone wishing to inquire about Facility Rental must contact the Coordinator of the LLRC to fill out appropriate paperwork and discuss Facility Rental Fees and Policies.

Safe Exercise and Recreation

Children under the age of 13 are not allowed to use the cardiovascular or strength equipment. A parent/guardian's signature is required for children/teens ages 13–18 years to use the equipment and facilities. Children younger than age 13 years must be accompanied by a parent/guardian and are only permitted to participate in activities on the courts such as basketball, tennis, etc. Sole responsibility for their safety lies with their parent/guardian.

For safety reasons, the LLRC has signs posted that state using mobile devices is not allowed when using exercise equipment. This policy includes cell phones, texting, pagers, etc. If a member needs to take a call or text, they must step off the equipment prior to responding. LLRC staff will notify any members using mobile devices while on exercise equipment of this policy and ask them to step off equipment or put away device accordingly.

Closed-toe athletic footwear is required for all activity areas. No bare feet, sandals, or heeled shoes are permitted. LLRC staff reserve the right to judge the acceptability of footwear.

To protect the equipment and improve sanitation, all participants are asked to use the cleaning towels and to wipe off equipment after use. Cleaning stations are provided throughout the facility. Do not use cleaning cloths directly on video or digital display panels.

Damaged or defective equipment must be reported to LLRC staff immediately.

Do not remove any signage for damaged or out of order equipment. Do not use any equipment that is labeled "out of order."

All equipment must be used in a safe, appropriate manner. Users who abuse the equipment, use equipment inappropriately, or do not follow safe practices may be asked to leave the facility.

Do not rest on weight machines between sets. Allow other participants to "work in" between sets.

Limit cardio workouts to 30 minutes during peak usage times. When people are waiting, machines must be vacated to the next user at the end of 30 minutes. LLRC staff reserve the right to enforce these time limits during peak usage times.

Orientation sessions are recommended for those unfamiliar with the equipment. Check with the staff for information. If you have any questions or concerns, please inform the staff on duty.

Proper utilization of free weights and resistance machines is required. LLRC staff can only provide guidance for the correct use of the equipment and machines. The staff cannot provide exercise prescription. Contact the Coordinator of the LLRC for more information about exercise prescription and personal training services.

Do not drop weights. Return selectorized weight stacks to the starting position without slamming them down.

Store weight plates, dumbbells, barbells, mats, and other items in their appropriate storage areas immediately after use. Weights are not to be left on the floor or leaned against walls, mirrors, or equipment.

Collars must be used for barbells at all times.

No spiked shoes or cleats may be worn on the track.

Track circulation direction will vary daily: clockwise on Su/Tues/Thurs/Sat, counter-clockwise on Mon/Wed/Fri. This will enhance the life of the track as well as prevent overuse injuries from always traveling in the same direction. Be sure to observe the directional signs.

Lanes on the track are designated as follows: walking on the inside lane (closest to basketball court), jogging in the middle lane, and running in the outside lane (closest to walls). Please be sure to be courteous to other users and abide by this policy.

Do not stand or sit on the track. Leave it free for people who wish to keep moving. Sit, stand, or stretch in the corner areas.

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