

## Policy and Procedure

<b>Department:</b> Recreation and Wellness	<b>Section:</b> Locker Rooms- Kiewit Fitness/Ramussen Center
<b>Title:</b> Facility Locker Rooms	<b>Effective Date:</b>
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<b>Approved by:</b>	<b>Revision Date:</b>
<b>Type: Departmental Policy</b>	

**Purpose:** This policy was created to ensure the general safety of all patrons using the locker rooms in both the Kiewit Fitness Center and the Ramussen Center and to secure the belongings of all patrons (students, faculty and staff) that are using the recreational facilities.

**Scope:** All patrons that are using the recreational facilities that are entering/using the locker rooms.

**Policy:** Children over age 5 should use their gender locker rooms or a separate restroom in this facility with their adult guardian. Personal locks may only be used on daily use lockers but will be removed if kept on a locker overnight. Always lock personal items and valuables in your locker. Do not leave valuables in plain view. The use of electronic devices is PROHIBITED. It is not recommended that saunas be used as a means of weight loss. For your safety, please limit use to a maximum of 20 minutes. Do NOT pour water on the heating elements and do not bring paper into the sauna. Persons under the age of 16 must have adult supervision in the sauna.

**Procedure:** Lockers can be rented on a semester or annual basis. Locker renters must clear out their lockers or renew their rental before the end of each rental period. Lost and Found items should be reported to the Building Supervisor. All lost and found items should be claimed at the Building Supervisors office. Report all incidents, accidents, and concerns to the recreation building staff immediately.

**Accountability/Follow-up:** Violation of policies may result in loss of privileges. Misrepresentation is strictly prohibited and will result in confiscation of ID and suspension of facility privileges for all parties involved. Misuse of facilities is strictly prohibited and will result in suspension of facility privileges for those involved.