

Policy and Procedure

Department: Recreation and Wellness	Section: Recreation and Wellness Departmental Policies
Title: Facility Locker Rooms	Effective Date:
Authored by: Lucia Zamecnik	Approval Date:
Approved by:	Revision Date:
Type: Departmental Policy	

Purpose: This policy was created to ensure the safety and security of all patrons, and their possessions in both the Kiewit Fitness Center and the Ramussen Fitness and Sports Center and to secure the belongings of all patrons that are using the recreational facilities.

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

Policy:

- Personal locks left on lockers overnight will be cut off
- Lockers must be cleared out prior to their expiration date.
- Any items left behind will be disposed of at the end of.

Procedure:

- Lockers can be rented on a semester or annual basis.
- Lost and Found items should be reported to the Recreation and Wellness 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.
- Children over age 5 should use their gender locker rooms or a separate restroom in this facility with their adult guardian.
- Always lock personal items and valuables in your locker. Do not leave valuables in plain view.
- The use of electronic devices is PROHIBITED – see *Unauthorized Surveillance or Recording policy within the Student Handbook*.

Accountability/Follow-up: Violation of policies may result in loss of privileges. Misrepresentation is strictly prohibited and will result in confiscation of the 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.