Fort Peck Community College Wellness Center
Policies and Procedures

Mission Statement
Based upon the philosophy of health, physical fitness and spirituality that is so important in the Native American Heritage, it is the Mission of the FPCC Wellness Centers to provide an environment with mental and physical activities conducive to the promotion of the total health and well-being of the Members of the Fort Peck Tribes and Citizens of the Fort Peck Reservation.

Policy Statement

It is the policy of the Fort Peck Community College Wellness Centers to afford its members with every opportunity to lead a healthy lifestyle.

I. Membership: Safety and well-being is of paramount concern to the Fort Peck Community College Wellness Centers; therefore, all members of the Center must be at least 12 years of age unless enrolled as part of a family membership or enrolled as a full-time student. Individuals under the age of 12 will be permitted to use the facilities if accompanied by a responsible adult or if special functions are held under responsible adult supervision.

A. Basic Membership: Basic membership means that the member has completed all of the membership requirements and is in good standing with the Centers. Temporary membership will be provided new applicants and they will be allowed to use the facilities until their regular membership is approved.
   1. Regular: Regular membership is available to individuals who are held in good standing by completing all application requirements and are current on membership dues.
   2. Family: Family membership is available to families who are held in good standing by completing all of the application requirements and are current on membership dues. A family is defined as
immediate family such as Husband, Wife, Significant Other, and their dependent children.

B. **Student Membership:** Student membership means that the principal member is enrolled as a full- or part-time student at FPCC and has paid the building use fee.
   1. **Regular:** Regular membership means that the individual student is in good standing, has completed all the application requirements and is current on fees.
   2. **Family:** Family membership is available to families of the students who are in good standing by completing all of the application requirements and are current on membership dues. A family is defined as immediate family such as Husband, Wife, Significant Other, and their dependent children.

C. **Organizational Membership:** Organizational Membership is available to any recognized organization that wishes to provide health and fitness center services for their employees or members of their organization. The sponsoring organization is responsible for establishing their requirement for eligibility for participation in their own programs. All individual organization members will agree to abide by all policies and procedures established by the Fort Peck Community College Wellness Centers.
   1. **Regular:** Regular Organizational Membership means that an individual of a sponsoring organization is in good standing and has met all the requirements for membership by the sponsoring agency.
   2. **Family:** Family Organizational Membership means that the sponsoring agency is providing family membership for their individual employees. A family is defined as immediate family such as Husband, Wife, Significant Other and their dependent children.
   3. **Special:** Special Membership means Organizational Memberships are available for sponsoring agencies for those individuals who do not meet the previous categories. Examples of these memberships might be Board of Directors, consultants, visitors, etc.
D. **Other Memberships:** Special circumstances may exist that are not covered under current policy. This provision is included to deal with special circumstances and requires approval of the Assistant and Director of Fort Peck Community College Community Services.

II. **Fee Schedules:** Fees will be assessed by all members of the Centers in order to operate and maintain the programs and facilities. Fees schedules will be reviewed periodically and usage fees will be determined by the Fort Peck Community College Board of Directors. Every effort will be made to accommodate the income of the members. All fees will be billed from the first of the month. Members registering at any time other than the first of the month will have fees prorated. Student fees will be collected at the beginning of each semester. Fees will be based upon the following schedules:

A. **Regular Fees**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>FPCC Student Fee</strong></td>
<td>Included in Registration Fee</td>
</tr>
<tr>
<td><strong>FPCC Student Family Fee (Per Semester)</strong></td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>FPCC Student Summer Fee</strong></td>
<td>No Additional Charge in Summer</td>
</tr>
<tr>
<td><strong>FPCC Staff/Faculty Fee</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>FPCC Staff/Faculty Family Fee</strong></td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Community Member Fee</strong></td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Family Fee</strong></td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Sauna</strong></td>
<td>$1.00/day</td>
</tr>
</tbody>
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B. **Organizational Fees**
Charter Organizations and Other Organizations will be determined by Wellness Centers Directors.

C. **Daily Fees**
Daily fee will be a dollar. If there is a special activity, a separate fee may be charged to help assist with the cost of activity.
III. Rules and Regulations

A. Conduct: The conduct of members and guests will be appropriate for the surroundings, other members’ consideration and for safety. All members, guests and staff will be expected to treat equipment and other members with respect and courtesy. No violations of the rule “Treat others as you would expect to be treated” will be tolerated. Violations of the conduct or safety codes will result in immediate suspension of the individual(s) membership rights until the matter is reviewed by the Wellness Centers Directors and Community Service Directors.

B. Payments from the Members: Membership dues will be collected on a schedule that shall be determined by the Wellness Center Directors. Dues may be paid on a monthly, quarterly, semester, or annual basis.
   1. Timeliness: Members will be allowed a 10 working day period of grace for making their membership dues payment. If a member fails to make a payment within the allotted time membership starts over.
   2. Special Circumstances: Any event or series of events that may affect the standing of the member may be appealed to the Community Services Assistant or Director by submitting a petition to the Wellness Center Director explaining the special circumstances. The Directors will review any petitions at the time and make a decision.

C. Use of Equipment: Equipment will be adjusted and maintained by the staff of the Fort Peck Community College Wellness Centers. The need for safety precludes the adjusting of equipment by member user. Safety rules and regulations will be posted on the equipment or on the walls near the equipment.
   1. Supervision: Staff will provide assistance to any member in regards to routine use of equipment and programs. Staff will also
have the responsibility for enforcement of all rules and regulations in regards to safety, use of equipment and conduct. Staff has the right to remove any individual from the premises who abuses any of the equipment, impedes other safety, or is discourteous to any staff or other member. An incident report will be prepared at that time and be presented to the Wellness Centers Directors and to the Community Services Director.

2. Maintenance: For insurance reasons, all routine maintenance of equipment will be performed by staff members. Facility users are to report any equipment in need of repairs or adjustments to the staff member on duty. Any piece of equipment deemed to be unsafe or inoperable by the staff member will have a sign put on it and will not be used until safely repaired.

D. Attire: Members must dress according to the function that they are going to be performing while exercising or using equipment. The attire should not be offensive to other members of the Center.

1. Appropriateness: The member shall dress appropriately for the activity in which they are participating. If mechanical apparatus are being used, care must be exercised not to catch loose items of clothing, hair, or other objects in the equipment. Good judgment and reason will be expected from the members and staff.

2. Activities: Appropriate attire will be required for the activity in which the member is participating. Proper shoes, gloves, clothing and safety equipment will be required before a member is allowed to participate in any activity that requires the use of any special equipment.

E. Safety: Paramount to the health and well-being of the members, safety rules must be observed. Violations of safety rules will result in temporary suspension of a member’s right to participate in Center activities. These rules are in place to protect, first, our members and, second, the Center from any unnecessary or unwanted consequences.

1. Equipment: all equipment use safety rules will be posted on the equipment or on the wall next to the equipment. Rules will be
observed for the protection of everyone. Those who do not observe the safety rules will not be allowed to use the equipment.

2. **Building**: All safety rules will be posted in conspicuous areas. Violation of the rules will result in temporary suspensions of all rights and privileges and referred to the Board of Directors for further action.

3. **Office**: All safety requirements, pertaining to the daily operation of the office and office area, will be observed.

4. **Outside of Premises**: The same courtesy and respect for others and their property will be observed outside the Center as required on the inside. Violation of the rules will result in temporary suspension of all right and privileges and referred to the Board of Directors for further action.

**IV. Hours of Operation**: Hours of operation may vary, depending on season and activities. Hours of operation will be posted on the front door of the Center and advertised through local media. Hours of operation may be flexible to accommodate special events.

A. **Week Days**: Monday-Thursday: 8:00AM-7:00PM  
   Friday: 8:00AM-6:00PM

B. **Weekends**: Saturday: CLOSED  
   Sunday: Schedule Varies

**V. Endowments, Donations, Contributions**: The Fort Peck Community College Wellness Center will actively solicit donations, contributions and endowments to allow continued operation and for expansion and improvement of the facilities.

A. **Receiving**: All receipts of contributions, monetary or equipment will be recorded in the Fort Peck Community College Wellness Centers Office.

B. **Accounting**: Accounting procedures will follow the Fort Peck Community College business and accounting policies and procedures.
C. **Reporting**: All fiscal reports will be prepared by the FPCC Business Office.

**VI. Cash Receipts**: All cash receipts will be secured and accounted for at the end of each business day.

A. Cash receipts and checks will be reconciled at the end of each work week.

B. Except for a “working cash drawer,” all cash and checks will be recorded on the Wellness Centers Director’s computer and deposited to the Fort Peck Community College Business Office.

**VII. Inventory**: Reports of inventory of all hardware and expendable items will be performed on a semi-annual basis or more often if necessary.

A. Staff will perform routine inventory on all hardware on a yearly basis.

B. All hardware inventories will receive an inventory control number as assigned through the FPCC Business Office.