

“Wellbeing is an active process of optimizing every aspect of ourselves to harmoniously reflect the image of our Creator.”



The Wellness Club
Member Handbook

Made to Thrive

God's plan for human flourishing is rooted in the goodness of Creation. As we optimize every aspect of our lives to harmoniously reflect our Maker, we experience the wellbeing He intended. We can offer this abundant life to others by changing the world one step and one community at a time. As we dismantle barriers and build bridges to wellbeing, we create opportunities for others to enjoy healthier, happier and more meaningful lives.

MISSION

The mission of THE WELLNESS CLUB is to create a healing, inspiring, transformative, supportive and community-building environment for all of its members while providing excellent and innovative services and programming.

GOALS:

1. Provide an innovative and wholistic wellness center to maximize wellness opportunities and accessibility year-round for the campus and local community.
2. Offer a variety of safe, professional and enjoyable physical activity and wellness opportunities, which are in line with current evidence-based practices, standards, trends, interests and needs.
3. Create a harmonious, peaceful and inviting environment and atmosphere that promotes wellbeing and healing, incorporating the eight principles of health valued by the Seventh-day Adventist Church.
4. Offer educational opportunities, curricular and co-curricular, to learn deeply the concepts of health and wellness through theoretical and practical pathways.
5. Utilize modern technology and innovative programming in effective ways to motivate, incentivize and engage the local and global community to live more healthfully and extend the healing ministry of Christ.

Exercise is Medicine (EIM)

Andrews University has been awarded “Exercise is Medicine Gold Level Campus” four years in a row in recognition of its commitment to create a culture integrating physical activity for greater wellbeing as a vital sign, linking healthcare and fitness professionals to provide a referral system for exercise prescription.

OPERATIONS

LOCATION

Andrews University
THE WELLNESS CLUB at the Andreasen Center for Wellness
8750 West Campus Circle Drive
Berrien Springs MI 49104-0310

HOURS OF OPERATION*

| | |
|-----------------|-----------------|
| Sunday | 10 a.m.–10 p.m. |
| Monday–Thursday | 6 a.m.–10 p.m. |
| Friday | 6 a.m.–3 p.m. |
| Saturday | CLOSED |

**The Pool & Healing Oasis will close 30 minutes before regular hours of operation.*

**Modified schedule during holiday seasons*

LE CAFÉ

(located in the Hoilette Commons)

For hours of operation, check signage posted at Le Café (Hours vary)

MEMBERSHIP

Every new member of THE WELLNESS CLUB is required to sign a membership agreement during registration. It is the responsibility of the member to be familiar with all the rules and code of conduct as outlined in the membership agreement and reiterated in detail in this membership handbook. Failure to comply with any of the following rules and the code of conduct may result in termination of membership. It is up to the discretion of management to address each violation.

Membership (ages 14 and older) includes access to the following:

- Both fitness floors
- All fitness equipment
- Group Fitness classes
- Pool
- Healing Oasis
- Indoor track
- Outdoor experiential courtyard
- Locker rooms (we provide lockers, showers, shampoo/soap, hair dryers)
- THE WELLNESS CLUB app



Membership Orientation

Every new member is required to complete a membership orientation and is responsible to sign up for one immediately at registration. Membership orientation must be completed before using THE WELLNESS CLUB.

Check-In: Required

All members and guests are required to scan in at the reception desk at every visit using one of the membership identification options provided during member registration.

Children

- Children ages 13 or younger only have access to the pool area within THE WELLNESS CLUB [unless enrolled in a fee-based program where children ages 13 or younger are permitted].
- Children ages 13 or younger must pass the water competency sequence to be allowed use of the pool during open swim time (with parental/legal guardian present in the building). Children who do not pass the water competency sequence must be directly supervised by their parent/legal guardian at all times.
- Children ages 13 or younger who want to utilize the pool at THE WELLNESS CLUB will be required to become a child add-on member to their parent or legal guardian's membership.
- Confirmation of date of birth (school ID with date of birth or birth certificate) may be requested.

Youth

- Youth ages 14 & 15 are permitted to use THE WELLNESS CLUB in its entirety, but must be accompanied by and within sight of a parent or legal guardian at all times. A youth add-on membership to their parent or legal guardian's membership is required.
- Youth ages 16 or older are permitted to use THE WELLNESS CLUB in its entirety without parental supervision; however, they must have an eligible add-on membership to their parent

or legal guardian's membership until turning 18. At that time, an individual membership may be obtained.

NOTE: for additional questions regarding membership, please contact membership services by emailing thewellnessclub@andrews.edu.

Membership Categories

THE WELLNESS CLUB offers a variety of membership options. Please ensure that you have obtained the best possible membership for you and your family. Corporate memberships are available. For additional questions regarding membership options, please contact membership services by emailing thewellnessclub@andrews.edu or visit our website at andrews.edu/wellnesscenter.

Visitors

THE WELLNESS CLUB welcomes our visitors from all around the globe to visit and experience our wonderful facility. Daily and weekly visitor passes can be purchased. Please contact membership services for more information by emailing thewellnessclub@andrews.edu or visit our website at andrews.edu/wellnesscenter.

Membership Changes

Changes to membership can be made with Member Services at any time. Prorated changes and cancellation fees may apply based on the membership type.

Membership Cancellations

Month-to-month memberships may be canceled, but require a 10-day notice and completion of a Membership Cancellation Form (available at the Front Desk). Also, the management of THE WELLNESS CLUB reserves the right to cancel memberships at their discretion.

- Members are responsible for any balance due on the account, plus the final month's membership fee.
- Cancellation must be done in person with Member Services.

- Cancellation will not be accepted via fax, email or phone.
- Members rejoining 30 days after cancellation will begin their membership with a new enrollment date and may be subject to an enrollment fee.

Payment Updates

Updates to account information on file may be made in person at the Reception Desk, Member Services or managed on the WELLNESSCLUB app.

Returned Payments and Late Payments

A service fee of \$30 will be charged on any electronic funds transfers or credit/debit card drafts that are unsuccessful due to insufficient funds.

POLICIES & PROCEDURES

Member Code of Conduct

Disrespectful and inappropriate conduct, behavior or other actions that negatively impact our guests, staff or other members will not be tolerated and may result in dismissal from **THE WELLNESS CLUB** and/or revocation of membership.

This includes:

- Use of profanity
- Taking pictures/videos
- Inappropriate dress
- Theft
- Harassment/stalking
- Intimidation/threats
- Aggressive or violent behavior

**May be at the discretion of the Director of University Wellness and Manager of THE WELLNESS CLUB.*

Safety/Emergencies

All members/guests must complete all required forms prior to the start of membership. If a member experiences any changes to their

health status after completing the forms, it is advisable to seek the attention of a physician and inform Member Services.

- Members who need permission from a medical provider prior to starting exercise will be encouraged to go see a doctor prior to starting their membership at THE WELLNESS CLUB.
- Members and guests should observe all posted signs throughout THE WELLNESS CLUB.
- First Aid kits and AEDs are available on both levels of THE WELLNESS CLUB. Please be aware of where all AEDs are located throughout the facility in case of an emergency. All staff are trained and certified in CPR/AED and First Aid.
- Staff will provide guidance and direction in the event of an emergency. It is important that you follow these instructions and stay with the staff member during any evacuation or sheltering emergency.
- Fire alarms are located throughout THE WELLNESS CLUB and require evacuation upon activation. Tampering with or misuse of the fire alarm systems (including pull stations and sprinkler heads) is prohibited. The fire alarm system is also capable of mass notification, where directions for other emergencies can be provided verbally through the system. Occupants are expected to follow these directions as well.
- In case of a fire, or other emergency requiring evacuation, locate the nearest, safest exit and follow staff members' instructions.
- Notify a staff member immediately regarding any accident or injury.
- In a life-threatening emergency, please dial 911 immediately and notify a staff member.
- All members, guests and visitors are encouraged to sign up to receive campus-wide emergency alerts from the University's AU Alert system. Those who are not current employees or students enrolled at Andrews University may sign up for AU Alert through the public registration option. For more information please visit andrews.edu/services/safety/aualert/.



Attire/Footwear

In order to maintain an environment that is safe and comfortable for all members/guests, please follow these clothing guidelines:

- Appropriate attire is required (which includes shirt, pants, shoes).
- Dedicated indoor, soft-soled, close-toed athletic shoes must be worn at all times in all fitness areas.
- Shoes may be removed for specific group fitness classes within the fitness studios only.
- No wet or snowy shoes will be allowed inside THE WELLNESS CLUB. Members should have clean and dry shoes to change into on wet or snowy days.
- Shirts may be sleeveless, but must include a full back and must cover the stomach area.
- Shorts must be long enough to fully cover the buttocks and groin when the member/guest is exercising. Volleyball-styled “boy shorts” (spandex) are not allowed.
- Appropriate undergarments and support are required at all times.
- Fitness attire is required. No jeans.
- For sanitary purposes, clothing must be properly laundered and shoes clean and dry.
- Clothing with offensive language, designs or pictures or inscribed with profanity is prohibited.
- Belts, metal zippers, studs, etc. are prohibited as they may damage exercise equipment and pose a risk of injury.
- Jewelry that may cause equipment damage or pose a risk of injury should be removed.
- Members/guests may be asked to remove items that pose a danger to self or others.
- If management deems clothing to be unacceptable, the member/guest may be asked to change.
- Acceptable swimwear includes a full-piece swimsuit for ladies and swim trunks for gentlemen. No speedos or bikinis will be allowed.

- Acceptable swimwear must be worn at all times in THE HEALING OASIS.
- Only flip flops will be allowed in any wet area, including the wet hallway, THE HEALING OASIS and the pool.

Locker Room Usage

Locker rooms are for WELLNESS CLUB members and guests only. Please respect other members by keeping this common area clean. All-user locker rooms are also available. Children ages 5 and older must use gender-appropriate locker and bathrooms or utilize the all-user locker room space.

Lockers

Lockers are available in the locker rooms for daily usage only. Members are responsible for bringing their own padlock, if desired. There is no additional cost for daily use lockers.

Any padlocks left on lockers will be removed/cut upon closing. Any items left in a day-use locker will be kept at LOST AND FOUND for no more than seven (7) days. Any wet items will be kept for 24 hours only. Items left in the lockers are at your own risk and THE WELLNESS CLUB will not be responsible for cost/loss of locks.

Locker Room Etiquette

It is important to THE WELLNESS CLUB that every member has an extraordinary experience, so we kindly ask you to **please**:

1. Note that only water is permitted in the group fitness rooms (no other beverages or food).
2. Refrain from standing on benches.
3. Refrain from running, jumping or horseplay.
4. Refrain from yelling. Be respectful to others at all times.
5. Note that THE WELLNESS CLUB is not responsible for lost or stolen property.
6. Note that it is **NOT PERMITTED** to take photos or videos.

7. Note that lockers are for day use only. Management reserves the right to cut locked lockers at end of the day and remove items stored in the lockers.
8. Clean up after yourself and the spaces utilized within the locker room.

Towels

No towels will be provided.

Cell Phone Usage

To ensure the privacy and protection of all members/guests, cell phone use is restricted in certain areas of THE WELLNESS CLUB.

- Cell phone usage (calls) is prohibited in the fitness assessment room, in the locker rooms, in the pool area, on the fitness floors and in the group fitness studios.
- Cell phones may be used to listen to music throughout the facility only when personal headphones are utilized.
- Cell phones may be used for appropriate content streaming or other entertainment in the cardio area only when personal headphones are utilized.
- Cell phones may be used in the entrance lobby of the Andraesen Center for Wellness.
- Upon entering THE WELLNESS CLUB, please change your phone settings to silent or vibrate.
- In case of emergency, cell phones may be used to call 911.

Photos/Videos

Use of any photography or videography equipment (including smart phones) is not allowed without management approval throughout the entire facility. Continued disregard of this policy may result in management asking member to leave facility or termination of membership. The privacy of all members/guests is of highest importance.

Smoking/Tobacco Use

The campus of Andrews University is a tobacco-free campus. Smoking or the use of any type of tobacco product is not allowed anywhere on the campus including THE WELLNESS CLUB.

Alcohol/Drug Use

The campus of Andrews University is an alcohol and drug-free campus. Use, sale or solicitation of any type of substance is not allowed anywhere on the campus including THE WELLNESS CLUB.

Weapons

Andrews University has a no weapons policy. All weapons and weapon facsimiles are strictly prohibited. Please see the full weapons policy here at andrews.edu/services/safety/docs/3.3-weapons-policy.pdf.

Food & Beverages

All food and beverages are restricted to the Wellness Café and lobby areas, with few exceptions. Water or sports drinks, contained in sealable containers, are permitted in the fitness areas. No food or drinks are permitted in wet areas of THE WELLNESS CLUB.

Lost & Found

THE WELLNESS CLUB is not responsible for any lost or stolen items. LOST AND FOUND will retain items for no more than seven (7) days at which point they will be disposed of. Wet items will be kept for 24 hours only.

Fitness Floor Etiquette

The safety of all members/guests is of utmost importance. Please contact any staff if you need assistance with any equipment or have questions about classes or services. **Children age 13 or under are not permitted on the fitness floor.**

The following policies are strictly enforced:

- Soft-soled, closed-toed athletic shoes must be worn in the fitness areas at all times.



- Appropriate attire is required at all times; midribs must be covered. If management deems clothing to be unacceptable, the member/guest may be asked to change.
- Please wash hands and wipe off cologne/perfume before beginning your workout, as many people have allergies.
- Gym bags or other personal belongings are not allowed on the fitness floor. Lockers are provided at no cost in the locker rooms and are available for daily use. Personal items will not be kept at the reception desk or in office areas.
- Do not sit on machines between sets.
- Ask if you may “work in” and always allow others the same courtesy.
- If lifting heavy weights, it is advised that a friend/trainer be available to spot.
- Always re-rack weights and return all equipment/accessories to their proper location.
- Do not drop or throw weights.
- Wipe down all equipment after use with gym wipes provided on the fitness floor.
- Limit time on cardiovascular machines when other members are waiting.
- Obnoxious behavior or using profanity is prohibited.
- No horseplay will be permitted with any equipment on the fitness floor or in the group fitness studios.
- Water or sports drinks, contained in sealable containers, are permitted in the fitness areas. All food is prohibited.
- Members/guests may not provide personal training to other members/guests in THE WELLNESS CLUB. Doing so may result in membership termination.
- Unauthorized solicitation of any type is not allowed.

Equipment Usage

THE WELLNESS CLUB offers a complete line of free weights, plate-loaded and hydraulic strength machines, cardiovascular equipment, and functional training equipment. A complimentary fitness equipment orientation is provided for all new members. Please ask for help from a Fitness Associate before using any unfamiliar equipment in order to avoid injury and to maintain safe and effective form.

Indoor Track

Eleven laps around the outside lane of the track equals one mile. The outside lanes are reserved for runners; inside lanes for walkers. Running/walking direction will change daily; please check the directional signs and use caution before entering and exiting the track.

Group Fitness Etiquette

THE WELLNESS CLUB offers a variety of group fitness classes every week. Instructors are certified and qualified. All regular group fitness classes are included with membership.

The group fitness schedule is available on the **WELLNESSCLUB** app. Group fitness schedules are subject to change.

It is important to THE WELLNESS CLUB that every member has an extraordinary experience, so we kindly ask you to please:

1. Take group fitness classes at your own risk.
2. Be responsible for knowing your own physical limitations.
3. Wear proper closed-toed athletic footwear and follow dress code.
4. Do not wear jewelry during workouts to prevent loss, damage or personal injury.
5. Return all group fitness equipment to its proper place after using it.
6. Wipe down group fitness equipment after use.

7. Note that only water or sports drinks are permitted in the group fitness rooms (no other beverages or food).
8. Note that children under the age of 14 are **NOT PERMITTED** to be in any regular group fitness classes and children ages 14 & 15 must be accompanied by and within sight of a parent or legal guardian.
9. Note that it is **NOT PERMITTED** to take photos or videos.

Pool & Healing Oasis

THE WELLNESS CLUB offers an indoor pool and a **HEALING OASIS**, which offers the following opportunities:

- Pool
- Dry sauna
- Steam bath
- Infrared light cove
- Whirlpool
- Sunroom
- Outdoor healing garden

Pool Etiquette

It is important to THE WELLNESS CLUB that every member has an extraordinary experience, so we kindly ask you to **please**:

1. Use caution and follow the posted rules at all times. Obey the lifeguards.
2. Walk slowly on the deck and diving board at all times.
3. Safe play and individual swimming are encouraged.
4. Children age 15 or younger must be supervised by a parent/legal guardian and pass the water competency sequence to be allowed use of the pool independently.
5. Shower your child and yourself before entering the pool.
6. Refrain from using the pool if you've recently had severe skin abrasions, cold,

coughs, inflamed eyes, infections, open wounds, diarrhea, or are wearing bandages.

7. Children not yet potty-trained must wear a swim diaper under their regular swimsuit.
8. Flotation toys must remain in the shallow end.
9. Do not bring glass, food, gum, drink or animals into the pool area (except for service animals).
10. Service animals are allowed anywhere the public is allowed to go except in the water.
11. Be respectful to others at all times.
12. Dive **ONLY** in designated areas, nine (9) feet or deeper.
13. Diving board should be used one person at a time, with walking feet, and one bounce only.
14. No flipping or rear diving from the diving board or edge of the pool.
15. Look before you jump or dive to ensure a safe entry.
16. Wear appropriate swim wear according to dress code.
17. Note that it is **NOT PERMITTED** to take photos or videos.

Swim Lessons

Swim lessons are conducted at the pool. Children must be accompanied by a parent or legal guardian at all times to enter the facility. Children are not allowed to enter the pool without the instructor. Individuals for swim lessons must check in at the reception desk.

Healing Oasis Etiquette

It is important to THE WELLNESS CLUB that every member has an extraordinary experience, so we kindly ask you to **please**:

1. Use the HEALING OASIS at your own risk.
2. Be responsible for knowing your own physical limitations.



3. Note that it is recommended to limit sauna, steam bath, whirlpool and infrared light sessions to 15 minutes at a time with a sufficient cool-off break before re-entry.
4. Consult your doctor if you are pregnant or have a health condition, including but not limited to: heart disease, diabetes, high or low blood pressure or any serious illness.
5. Note that if you are advanced in age you should consult with your doctor before use of the HEALING OASIS.
6. Note that the HEALING OASIS is a quiet space. Please be respectful of others at all times.
7. Wear appropriate swim wear according to dress code.
8. Only flip flops or swim shoes are permitted in the HEALING OASIS.
9. Shower with soap and water before entering.
10. Do not bring glass, food, gum, drink or animals (except for service animals) into the HEALING OASIS.
11. Service animals are allowed anywhere the public is allowed to go except in the water.
12. Refrain from running, jumping or horseplay.
13. Note that there is no lifeguard on duty in this space.
14. Note that it is **NOT PERMITTED** to take photos or videos.
15. Note that children age 13 or younger are **NOT PERMITTED** in the Healing Oasis and children ages 14 & 15 must be accompanied by and within sight of a parent or legal guardian.
16. Adhere to the capacity limitation for the sauna, steam bath and whirlpool areas.

OTHER SERVICES

THE WELLNESS CLUB at the Andreasen Center for Wellness will provide a variety of additional fee-based services available to members and non-members. Examples of these services are:

- Le Café (operated by Bon Appetit)
- Massage therapy (provided by Relief Chiropractic)
- Self-guided relaxation (provided by the Andrews University Counseling & Testing Center)
- Personal training
- Fitness and health assessments
- Wellness coaching

For a complete list of services and for more information and availability, please check our website: andrews.edu/wellnesscenter.

8750 W Campus Circle Drive
Berrien Springs MI 49104-0310

Web: andrews.edu/wellnesscenter

Email: thewellnessclub@andrews.edu

