North Park University
Helwig Recreation Center

Handbook
2011-2012

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I. Welcome

Welcome to North Park University's Helwig Recreation Center. This incredible facility offers students, faculty, and staff opportunities for sport, recreation, fitness, and wellness. The 68,000 square-foot Helwig Recreation Center includes a 200 meter two-lane indoor running track, batting cages, two basketball/three volleyball courts, a 35-yard turf surface, a climbing wall, a two-level fitness area, classrooms, and offices.

We are excited about what we can offer you and hope you will take full advantage of all the recreational opportunities available to you at North Park University. The Helwig Recreation Center seeks to complement the academic goals of the University by encouraging the physical, emotional, and social growth of students, faculty, and staff at North Park University.

Address: 3205 W. Carmen Ave, Chicago, IL 60625
Main Front Desk Phone: #773-244-5700
Main Fax: #773-244-5269
Weight Room Phone: #773-244-5264
Athletic Training Phone#1: #773-244-5266
Athletic Training Phone #2: #773-244-5267
Website: www.northpark.edu/fitrec

Cardio Equipment
9-Elliptical Cross Trainers
8-Treadmills
2-Stairclimbers
2-Adaptive Motion Trainers
2-Rowing Machines
4-Recumbent Bikes
4-Upright Bikes
1-Stairmill

Strength Equipment
17~Selectorized Weight Machines
2~ Adjustable Multi Purpose Cable Machines
10~Plate Loaded Hammer Strength Machines
1~Adjustable Cable Cross Over Machine
Free Weights: Dumbbells, Plates, and Olympic Bars
Flat and Adjustable Benches
Smith Machine
Lifting Platforms
Abdominal Work Station
Back Extension Bench
Leg Raise

II. Administration

Helwig Recreation Center Administration

The Helwig Recreation Center is under the administrative authority of the Athletic Department. The Athletic Facilities Director, who reports directly to the Director of Athletics, is responsible for the day-to-day operation of the facility. The Wellness and Recreation Director, who reports directly to the Athletic Facilities Director, performs a variety of general administrative and first-line supervisory duties as needed to plan, organize and supervise the operational functions of the facility. The Wellness and Recreation Graduate Assistant and Intramural and Special Events Graduate Assistant, who reports directly to the Wellness and Recreation Director, assists with the operational functions of the NPU recreation center and devises strength and conditioning programs for students and athletic teams. Athletic Department Staff members will also be designated building supervisors when necessary. There will always be at least one of the above individuals on duty at Helwig as the building supervisor during facility hours.

Associate Athletic Director
Athletic Facilities Director
Susan Zimmer
Office Phone: 773-244-5673 (ext.5673)
Email:szimmer@northpark.edu

Director of Wellness & Recreation
Ericka Hopper
Office Phone: 773-244-5618 (ext. 5618)
Email: ehopper@northpark.edu

Wellness & Recreation Graduate Assistant
Catherine Cronin
Office Phone: 773-244-5633
Email: cccronin@northpark.edu

Intramural and Special Events Graduate Assistant
Courtney Budd
Office Phone: 773-244-5633
Email: cbudd@northpark.edu

III. Hours of Operation

Helwig Recreation Center Hours of Operation*

Monday – Thursday	**7 am – 11 pm**
Friday	**7 am – 7 pm**
Saturday	**10am – 6 pm**
Sunday	**2 pm – 8 pm**

***Hours are subject to change during finals week and campus holidays.**

Climbing Wall Hours of Operation

Monday – Thursday	7pm-10pm
Tuesday & Thursday	11am- 1pm
Friday	4 pm-7pm
Saturday	Closed
Sunday	Closed

IV. Membership & Admittance

A. Membership, Admittance, Visitors & Guest Passes

- The Helwig Recreation Center is for the use of North Park students, faculty, and staff.
- To gain access to Helwig all students, faculty and staff must sign an online Helwig release form on the NPYou website page which is accessed through the computer services web site.
- Students have access to the Recreation center and all group fitness classes. A current and valid NPU ID card must be presented at the front desk to gain admittance. Access is effective only for the semester in which the student is enrolled.
- Faculty and staff have access to the Recreation center and must present a current and valid NPU ID at the front desk to gain admittance. An additional fee will be assessed for group fitness classes and additional programs.
- Spouses of seminary students and Resident Directors, ***who are living in North Park housing***, may pay a semester guest pass fee to access Helwig. Spouses should go to undergraduate student services to pay for the semester guest pass and obtain an NPU ID. Spouses have access to the Recreation center and all group fitness classes. A valid NPU ID must be presented at the front desk to gain admittance.
- Additional memberships will **not** be granted to external groups or individuals in order to honor the commitments made by NPU and required by the City of Chicago as part of the zoning and site approval process.
- Individuals under the age of 18 will not be allowed access to the facility. (Exception: Registered NPU students under the age of 18 will be given access.)
- Patrons must present a current valid NPU ID card at the front desk EVERYTIME they enter the Recreation center during operating hours.
- Anyone who forgets their NPU ID card or has an invalid NPU ID will not be admitted to the facility.
- NPU ID cards are not transferable and may be used only by their owners. An ID card used by someone other than the owner will be confiscated. The card owner and the person using the card will be required to leave Helwig Recreation Center and are subject to disciplinary actions.

Visitors

- The use of Helwig Recreation Center and its programs is for the use of North Park students, faculty, and staff only, however visitors may enter the facility for tours or to watch recreational events.
- All visitors must check in at the front desk.
    - Each visitor must sign the visitor log and leave a photo ID.
    - Small groups touring the facility can leave one ID for the entire group.
    - Visitors on official group campus tours do not need to check in at the front desk.
    - Visitors watching intramural sports must be sponsored by an NPU student or faculty/staff member. The NPU sponsor must check the visitor in at the front desk. Only one visitor per NPU sponsor. Sponsors are responsible for the conduct of their guest.
- Individuals under the age of 18 must be accompanied by an adult that is not participating in any fitness/recreational activity.
- Visitors must abide by all facility policies and procedures.
- Visitors must have proper footwear with rubber soles. Individuals with high heels, sandals, open toed shoes, etc. will not be allowed into the facility.
- Visitors may not exercise or use recreational facilities.

Guest Passes

Guests of Patrons (North Park Students, Faculty & Staff)

- Patrons may bring up to one (1) guest into the facility at any one time. This may occur five times during each term (fall, spring, and summer).
- There is a $10 guest fee per visit (check or cash only).
- Patrons must have a valid North Park ID to register a guest.
- Patrons must check out all equipment for their guests and are responsible for the conduct of their guests.
- Patrons must stay with their guest while in Helwig.

Prospective Students

- Prospective students on a scheduled visit with the Office of Admissions or the Athletic Department will be permitted to use the facility free of charge.
- Prospective students 17 years of age and younger must have a completed parent/guardian release form to use the facilities.
- Office of Admissions and/or Athletic Department must contact Susan Zimmer or Ericka Hopper 24 hours in advance of a visit.

University Departments

- Departments can sponsor individual guests or groups by contacting Susan Zimmer or Stephanie Barclay.
- A 24 hours advanced notice is needed for individual visits and a 1week notice is required for group visits.
- An individual guest pass costs $10.00 or a group pass (10 or more participants) costs $75.00. Arrangements for payment need to be made with Susan Zimmer or Ericka Hopper in advance.

General Guest Policies

- All guests must be registered at the front desk by the Building Supervisor.
- Guests are allowed to use the fitness center, weight room, climbing wall, courts, turf, and group fitness classes. Guests are prohibited from participating in intramural programs.
- All guests (except for prospective students) must be 18 years of age or older.
- Guests must complete a waiver and release form to use the facilities.
- All guests must leave a photo ID at the front desk during facility use.
- Guest passes are valid for the entire day. No refunds.

V. Elevator

An elevator is located in the lobby across from the front desk. If you need assistance using the elevator please ask the front desk attendant for help. Patrons using the elevator to access the weight room will be required to show a valid NPU ID in the weight room.

VI. Facility Reservations

No organized activities except those sponsored by the Department of Athletics and Campus Recreation will be allowed at the Helwig Recreation Center without special permission. Contact the Athletic Facilities Director regarding facility requests. Facility requests are prioritized as follows:

- NPU academic programs/classes
- NPU Department of Athletics and Recreation
- NPU Intramural Programs
- Open court time for students, SA sponsored sport clubs, NPU departments

VII. Facility Tours

Facility, individual, or group tours can be scheduled by calling or visiting the Recreation center front desk, #773-244-5700.

VII. Lockers & Cubbies

1. Lockers and cubbies are provided for storage of personal belongings ONLY while patrons are using the Recreation center.
2. Patrons must supply their own lock to secure belongings in a locker.
3. Locks must be removed daily and any locks left on overnight will be cut off.
4. All contents must be removed daily from lockers. Items left overnight will be placed in lost and found.
5. It is strongly advised that all personal valuables be left at home; otherwise please secure them in a locked locker. Do not store valuables in cubbies.
6. NPU is not responsible for any damaged or lost personal items.

IX. Lost and Found

- Please see the front desk attendant with any lost and found questions.
- Lost items should be turned into the front desk where the item will be tagged and documented.
- Please report any lost items, so we can accurately document the occurrence.
- Most lost and found items will be donated to charity on a quarterly basis.
- Patrons wishing to retrieve a lost item must show an appropriate NPU ID and thoroughly describe the item and confirm the date it was lost.

X. Parking

Parking space availability is seriously limited at North Park just as it is at other urban campuses. If you live close to campus, you are encouraged not to bring a car to school and to utilize public transportation.

- If you wish to park a motor vehicle in a campus parking lot, you must register that vehicle with the Physical Plant (corner of Kedzie and Carmen) and purchase an appropriate parking sticker.
- Street parking is available in the residential areas north of Foster Avenue and south of Carmen Avenue on the southeast side of campus. The block of Christiana just south of Foster Avenue is also available for street parking.

- Motorcycles must be parked in a parking space and bicycles must be parked in designated campus bike racks.

XI. Programs and Services

A. Equipment Check Out

Members can check out equipment at the front desk. There is no charge for these check-out items unless the equipment is returned late, lost, stolen, or damaged.

1. To check out equipment, a participant must leave a valid NPU ID at the front desk. The person checking out the equipment is responsible for that equipment.
2. All equipment must be returned by closing time of the facility.
3. Any item not returned or returned damaged will incur a replacement fee.
4. If the replacement cost is not paid within 30 days of being assessed, participants will have their facility usage privileges revoked.
5. Equipment is checked out on a first come first serve basis. Equipment can not be reserved in advance.
6. Equipment Available for Check out:
   - Basketballs
   - Volleyballs
   - Soccer balls
   - Footballs
   - Frisbees
   - Jump Ropes
   - Resistance Tubing

B. Equipment Orientations

Start your fitness program out right, by taking advantage of our two equipment orientation programs: Weight Machines 101 and Cardio Machines 101. An orientation can be scheduled by calling the main phone number or visiting the front desk. You must present a valid NPU ID prior to the start of your orientation.

- **Weight Machines 101:** This orientation will give you all the information needed to safely and effectively use the weight machines on the main fitness floor. Learn basic strength training principles that will help you begin a personalized workout program aimed at improving strength and muscle tone.
- **Cardio Machines 101:** This orientation will show you how to operate and effectively utilize our most popular cardio machines including the treadmills, bikes, and ellipticals. Become familiar with the basics of programming the cardio equipment and understand how to monitor you exercise intensity during a workout so you can burn calories and lose weight effectively.

C. Climbing Wall

1. All individuals interested in the climbing wall must present a valid NPU ID card for general admittance into the facility.
2. Participants must check in with the climbing wall attendant to sign-up for a climb time and sign a waiver and release of liability form. It is NPU policy that individuals under the age of 18 must have a parent or guardian's signature on the required form prior to participation. A parent or guardian can fax the signed waiver to: # 773-244-5269, Attention: Ericka Hopper.
3. A climbing wall attendant must be present for patrons to climb.

D. Group Fitness

The Group Fitness Program of North Park University is based upon the latest fitness trends and taught by experienced, nationally certified instructors. This program offers a wide variety of classes for all ages, fitness levels, and abilities. Take advantage of great classes that will keep you motivated and help you achieve your personal health and fitness goals.

Program Registration

1. Present a valid NPU ID at the Helwig front desk.
2. To ensure participant safety, a waiver and release of liability form, and a PAR-Q form must be filled out once per academic year.
3. Individuals under the age of 18 have a parent or guardian's signature on their liability form prior to participation.
4. Spouses of seminary students and resident directors **(living in NPU housing)** must purchase a semester guest pass to Helwig Recreation Center to register for programs. Spouses should go to undergraduate student services to purchase a semester guest pass an obtain an NPU ID.

Check In Procedures

1. ALL participants (students, faculty, staff and spouses) must check in at the front desk with a valid NPU ID card.
2. A group fitness wrist band will be given to each participant in exchange for their ID.
3. All participants must be wearing (or have clearly displayed) a wrist band in order to participate in class.
4. Individuals without a wristband will be instructed to obtain one at the front desk prior to class participation. NO EXCEPTIONS
5. At the end of class participants must return their group fitness wrist band to the front desk in exchange for their ID.

Program Schedule

1. The program schedules are subject to change.
2. Classes may be cancelled due to demand, low attendance, or schedule conflicts.

Fees

Students: FREE
Faculty & Staff: $64/semester (payroll deduction only)

E. Net Set Up

Patrons wishing to play volleyball or badminton at times other than open play must call the front desk ext. 5700 at least 24 hours in advance to submit a request to set up the nets. It is up to the discretion of the building supervisor as to whether the request can be granted.

F. Open Volleyball & Badminton

Volleyball and Badminton nets will be set up at designated times during the week for open play. Times will be posted in the recreation center and on the website. Open play is on a first come first serve basis. Please be considerate of other patrons and ensure that everyone has ample time to play.

XII. Refunds

- Patrons must contact the Director of Fitness and Wellness to obtain a refund.
- Refunds will be made on a case-by-case basis only.
- If a refund is needed due to a medical or health related problem appropriate documentation from a physician is required.

XIII. Rules and Regulations

All users are expected to adhere to the policies and procedures approved for the Recreation center as well as NPU rules and regulations. Lack of cooperation in adhering to the rules governing the center and its programmed activities will result in administrative action and possible disciplinary action, including removal from the center and/or cancellation of use privileges.

A. General Facility

1. Consult a physician prior to engaging in physical activity. NPU is not responsible for accidents or injuries that occur.
2. Only NPU students, faculty, and staff with a valid NPU ID will be allowed to use the facility. Entry and exit of the facilities must always be made through the designated front entrance.
3. Use of tobacco, alcohol, and/or drugs is strictly prohibited.
4. Water in a closed plastic container is the only drink permitted in the fitness and recreation area.
5. No food or chewing gum is permitted in the fitness and recreation area.
6. Cell phone use in locker rooms is prohibited.
7. Appropriate athletic attire must be worn at all times. It is up to the discretion of the Helwig staff to determine appropriate attire for patrons. It is recommended to be conservative with athletic attire. No jeans, sandals, or non-athletic shoes. Muddy or dirty shoes are not permitted. Participants are asked to please change into clean shoes prior to entering facility.
8. Profanity or excessively loud/suggestive language is prohibited.
9. NPU is not responsible for lost or stolen items. Secure all personal items in lockers/cubbies provided.
10. Wipe off equipment with provided gym wipes after every use.
11. For the consideration and hygiene of others please do not spit in drinking fountains.
12. Injuries, accidents, or equipment failures must be reported to the staff. It is recommended that you carry proper identification with you at all times in the case of an emergency.
13. Animals are not permitted except for the express purpose of aiding persons with disabilities.
14. Use of bikes, strollers, rollerblades, and skateboards are prohibited inside the recreation center. Please remove skates or blades prior to entering the facility. Lock bikes on university provided bike racks and secure blades, skateboards, etc, in lockers/cubbies provided.
15. The use of the facility is considered a privilege. Participants are asked to respect the rights of other participants and display good sportsmanship and manners.
16. Those who do not follow established rules and regulations may be removed from the facility and have their privileges revoked.

B. Climbing Wall Rules and Etiquette

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.

2. A climbing wall attendant must be present for participants to climb. **No unsupervised climbing at any time.**
3. Participants must have a signed waiver on file before climbing.
4. Vertical wall requires harness/belay system.
5. Only NPU certified climbing wall attendants can belay climbers.
6. Appropriate athletic attire must be worn at all times. It is up to the discretion of the Helwig staff to determine appropriate attire for patrons. It is recommended to be conservative with athletic attire. No jeans, sandals, non-athletic shoes or bear feet. Muddy or dirty shoes are not permitted. Participants are asked to please change into clean shoes prior to entering facility.
7. A helmet must be worn when climbing on the wall.
8. Climbers may bring their own personal helmet and climbing shoes, but must use Helwig harnesses.
9. Maintain at least 3 points of contact with the wall at all times.
10. Do not walk under climbers on the wall.
11. Do not step on climbing rope or climbing equipment.
12. Do not jump off the vertical climbing wall. Rappel down. Climbing over the wall structure (this means above the top anchors) is prohibited.
13. The traverse wall MAY NOT be used while someone is climbing on the left hand side of the vertical wall.
14. Climbers may not sit or rest on the top of the traverse wall.
15. Climbing attendants are the only people that are allowed to adjust or fix holds on the walls.
16. Chalk is not available for use.
17. Remove all loose fitting jewelry before climbing.
18. Tie long hair back when necessary.
19. The following climbing procedures must be followed:

    Before climbing, the climber asks, "Belay on?"
    The belayer replies, "On belay."
    Climber says, "Climbing?"
    Belayer replies "Climb on."
20. All accidents and equipment damage must be reported to climbing wall attendant immediately.
21. NPU reserves the right to suspend any person for violating the above safety policies and procedures or for any conduct that is viewed as unsafe or inappropriate.

C. <u>Fitness Center</u>

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. Do not attempt to use equipment if you are unfamiliar with proper usage. Please seek the front desk attendant for assistance.
3. Wipe off equipment after every use with gym wipes. Users are strongly advised for personal hygiene to bring their own towels.
4. Use lockers/cubbies provided for personal items.
5. During peak hours, please limit use of cardio equipment to 30 minutes.
6. Do not leave equipment operating while unattended and stop the machine before stepping off.
7. Allow others waiting for weight machines to work into your rotation.
8. Do not drop weights on the floor.
9. Re-rack your weights.
10. Dumbbells and benches should not be moved from their designated area.
11. Remain five feet from mirrored walls during exercise. Please do not touch the mirrors.
12. All equipment must be used in the manner for which it is designated. Do not attempt to modify equipment.

13. Standing on benches and/or equipment frames is prohibited.

D. Group Fitness Rules and Etiquette

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. Please report any illness or injury to your instructor or to a student worker immediately.
3. Participants are highly encouraged to arrive to class on time. It is up to the discretion of the instructor whether or not to allow late comers entry into class. If you are late please warm-up prior to starting class.
4. New-comers please introduce yourself to the instructor before class starts.
5. Please use lockers/cubbies provided to store personal belongings. NPU is not responsible for items left in the group fitness area that are lost or stolen.
6. Class entry is on a drop-in basis and is open on a first-come, first-serve basis. Class size may be limited based on the instructor's discretion and equipment availability.
7. It is highly recommended that participants stay for the entire class to ensure proper cool-down. Please stay till the end of class as leaving early is highly disruptive to fellow participants. Consult with the instructor at the beginning of class if you need to leave early.
8. It is highly recommended that participants bring water in a closed plastic container to class. This is the only drink permitted in group fitness classes.
9. Equipment (hand weights, bands, steps, etc.) utilized during class must be returned and may not be taken out of the group fitness area for individual use. Equipment from other areas may not be brought into group fitness classes.
10. Participants are encouraged to bring a towel to all classes.
11. Appropriate clothing and clean non-marking athletic shoes must be worn at all times unless other wise stated for specific classes. No jeans, sandals, or non-athletic shoes. Please change into shoes prior to entering class.
12. Hard-soled, closed-toe athletic shoes or cycling shoes are recommended for all SPINNING classes.
13. Please give the instructor your full attention during class. Avoid lengthy conversations and loud talking during class as it can be disruptive to fellow participants and the instructor.
14. Participants must comply with instructor requests. Instructors have authority over the group fitness area and equipment.
15. Participants must show their group fitness pass to the instructor or student worker to gain entry into class.

E. Weight Room

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. Do not attempt to use equipment if you are unfamiliar with proper usage. Please seek the weight room attendant for assistance.
3. Wipe off equipment after every use with gym wipes. Users are strongly advised for personal hygiene to bring their own towels.
4. Allow others waiting for equipment to work into your rotation.
5. Use lockers/cubbies provided for personal items.
6. Re-rack your weights.
7. Do not drop weights on the floor.
8. Use of collars is mandatory on all free weight bars.
9. Do not prop weights up against the walls, mirrors, pillars, or doors.

10. Equipment should not be moved from its designated area
11. Remain five feet from mirrored walls during exercise. Please do not touch the mirrors.
12. All equipment must be used in the manner for which it is designated. Do not attempt to modify equipment.
13. Standing on benches and or equipment frames is prohibited.
14. All free weight users must have at least one spotter. Staff members are not required to spot.
15. Participants exercise at their own risk and are responsible for their own health and safety.
16. Chalk will not be supplied.

F. <u>Courts and Turf</u>

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. The gymnasium is primarily intended for basketball, volleyball, and badminton. Other activities are permissible if considered safe and appropriate as determined by the fitness staff.
3. Courts and turf space are prioritized by intercollegiate sports, EXS classes, intramural sports, open recreation and club sports.
4. Participation is on a first-come, first-serve basis.
5. Hanging on the nets or rims is prohibited.
6. Use lockers/cubbies provided for personal items.
7. Equipment can be checked out at the main desk with a valid NPU ID.
8. Non marking athletic shoes should be worn on the courts. Black soled shoes, dress shoes, flip flops, and any non-athletic shoes should not be worn.
9. Plastic molded turf shoes are ONLY to be worn on the turf.

G. <u>Track</u>

1. Consult a physician prior to engaging in physical activity. Participants exercise at their own risk and are responsible for their own health and safety.
2. The track is for runners, joggers, and walkers only.
3. NPU track teams have exclusive use of the track: Monday – Friday, 3-6 pm, November through April.
4. The track changes direction daily, please follow the posted direction.
   Monday, Wednesday, and Friday: Clockwise
   Tuesday, Thursday, Saturday, and Sunday: Counterclockwise
5. The outside lane should be used for walking and the inside lane jogging/running.
   (8 laps = mile)
6. Faster joggers/walkers have the right away and should make sure the adjacent lane is clear and announce that they are passing. "Passing on your left or your right."
7. Do not stand or stretch in the lanes. Utilized designated stretching areas around the track.
8. Do not bring accessory strength equipment (dumbbells, weight plates, bench, etc.) onto the track, unless it is specifically for an approved class.
9. Use lockers/cubbies provided for personal items.

H. <u>Locker Rooms and Showers</u>

1. Do not leave water running in shower area after you are done.
2. Dry off in shower area.
3. Locks left on overnight will be cut off.

4. All contents must be removed daily from lockers. Items left overnight will be placed temporarily in a lost and found box located at the main desk. Lost and found items will be donated to charity on a quarterly basis.
5. Do not leave personal items unattended in the locker room. NPU is not responsible for lost or stolen items.
6. Patrons are encouraged to bring their own towels and locks as there are none available for checkout.

I. General Discipline Policy

Patrons are required to follow all Helwig Recreation Center rules and policies. Individuals failing to abide by rules and policies are subject at minimum to the below discipline policy. All infractions will be dealt with on a case by case basis and in some circumstances punishment for failing to follow Helwig rules and policies may be more severe than what is listed below.

1st offense: A verbal warning will be given with written documentation of the infraction.

2nd offense: A second verbal warning will be given with written documentation of the infraction. The patron must have a conference with the building supervisor to discuss his/her behavior. The patron will be asked to leave the building and will lose privileges to use Helwig for the remainder of the day.

3rd offense: Privileges to use Helwig will be lost for the remainder of the semester and behavior will be reported to appropriate campus authorities.

Patrons demonstrating improper behavior (theft, poor sportsmanship, fighting, voyeurism, etc.) will be reported to appropriate campus authorities and may lose privileges to Helwig effective immediately.

J. Alcohol & Drug Policy

North Park University strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on campus or in conjunction with institution-sponsored events. Possession or use of a controlled substance is permitted only when it occurs pursuant to a valid prescribed medical treatment program. Smoking is not permitted in Helwig or within 15 feet of a building's entry.

Patrons using Helwig Recreation Center that are suspected to be under the influence of drugs or alcohol will be immediately asked to leave the facility for their personal safety and the safety of patrons using the facility. Additionally, patrons that are suspected to be under the influence of drugs, alcohol or any controlled substance that fail to abide to the alcohol and drug policy may lose privileges to use Helwig and will be reported to the appropriate campus authorities.

XIV. Safety and Emergencies

The Helwig Recreation Center is committed to the security and safety of all users. The supervisory staff provides immediate supervision during all open hours to ensure that all users enjoy our facilities in a safe

environment. Employees must be certified in CPR, First Aid and AED. All employees are trained on risk management policies and procedures as well as our facility emergency action plan.

Your assistance is crucial in the event of an emergency or unusual occurrence. We ask that you please immediately contact a Helwig Recreation Center staff member in the event of an emergency (medical emergency, injury, power outage, fire, etc.) or you witness an unusual occurrence (fighting, vandalism, disregard for policies and procedures, etc.). Even if the event seems minor, we ask that you please report it to a staff member. Staff members will follow facility policies and procedures and/or the emergency action plan to immediately deal with emergencies or unusual occurrences. There will ALWAYS be a staff member at the main level front desk and lower level weight room desk.

All injuries, medical emergencies, and unusual occurrences no matter how minor, should be reported so the building supervisor can adequately document the event. Individuals involved with an unusual occurrence, injury, medical emergency, etc. will be asked to help the building supervisor fill out an accident or incident report and may need to speak with campus safety and security if warranted.

Important Information:

- **An emergency safety button and call box is located in each locker room.**
- **Chicago Police: (from Helwig) # 9-911**
- **North Park University Safety and Security: ext. # 5600**
- **An AED is located on the main fitness floor next to the vending machine and an additional one is located next to the desk in the weight room.**

XV. Stairs

Stairs are located to the right and left of the front desk. Students, faculty, and staff going to an academic class or to an office on the Mezzanine Level do not need to show an NPU ID. All individuals must show an NPU ID at the front desk to attend a group fitness class on the Mezzanine Level or to use the Lower Level weight room.

XVI. Suggestions and Assistance

If you have suggestions and would like assistance with anything related to the Recreation center please seek the help of a staff member and we would be glad to help.

XVII. Telephones

Office and desk telephones are reserved for Campus Recreation use only. Students can use the campus wall-mounted phone by the front desk.

XVIII. Television & Music

- The television stations and music played within Helwig Recreation Center are preset.
- Patrons may request for a television station or a music change at the front control desk.
- Personal I-pods and CD’s may not be played using the recreation center’s audio systems.
- At certain times (March Madness, World Series, etc.) of the year more than one television may play the same program.

- Any television shows or music that is offensive, vulgar in nature, utilizes inappropriate language, etc. will not be allowed.
- VH1 & MTV will only be allowed 7-10 am while music videos are playing.
- The building supervisor has final decision making authority with regard to T.V. and music stations.