

# Davis Technical College

## Use of Fitness Center Policy and Procedures

**Effective Date: 8 June 2015**

### **Administrative Policy**

President's Council Approval: 29 November 2005  
Revised President's Council Approval: 26 September 2006  
Revised President's Council Approval: 8 June 2015

#### **1. Purpose**

To provide guidance regarding the use of the Fitness Center on the campus of the Davis Technical College (College).

#### **2. General Information for Use of Fitness Center**

**2.1.** The Fitness Center (the exercise room, the racquetball room, and the locker and shower rooms), is normally open during the same hours that the College is opened (from 5:00 am to 10:00 pm, Monday – Friday, plus Saturdays and Sundays for those people authorized to access the building on those days).

**2.2.** The Fitness Center is accessible to current, regular employees, those individuals performing approved services for the College, tenants in the Entrepreneurship Center, and their signed guests (in the attendance of the authorized individual) any time the College is open, as long as it is on the authorized individual's own time and not during their paid working hours. Employees who have been approved for exercise release time may use the facilities during paid time as defined in the Exercise and Health Activity policy.

**2.3.** The doors to the Fitness Center are always locked and closed, including during usage. Access to the Fitness Center is gained by electronic ID badges issued to authorized individuals who have signed the Fitness Center waiver form. The ID badges are to only be used by the person to whom they are assigned.

**2.4.** No students, including Federal Work Study employees, are allowed in the Fitness Center. To have access to the Fitness Center, an individual must complete the waiver form and return it to the Human Resources office prior to being allowed into the facilities. Guests of authorized individuals must also have signed the waiver form and must be accompanied by an authorized individual who has signed the waiver form. Forms are available in paper copies and online, and must be submitted to the HR Office for approval. Approved access will be for the current fiscal year, and a new form must be submitted each subsequent year for renewal.

**2.5.** The Fitness Center is open to individuals over eighteen years of age only. Any person granting access to the Fitness Center to anyone under the age of eighteen, or to any person not in attendance by the authorized individual, or to any person who has not signed the waiver, will lose all future privileges to usage of the Fitness Center and will have their access revoked.

**2.6.** Those who use the Fitness Center assume all risks associated with their use of the equipment, room, or any physical activities during usage of the Fitness Center. There is no staff provided to monitor the use of equipment or to render medical first aid in case of an emergency situation.

**2.6.1.** Users of the Fitness Center are responsible for cleaning the equipment after their usage. Disinfectant cleaning supplies are provided and must be used to clean any perspiration or other body fluids off the equipment, pads, or any other area they come in contact with.

**2.6.2.** The campus Facilities Services Department will provide general housekeeping and maintenance of the Fitness Center facilities. Any equipment that becomes worn out or damaged should be reported to the Facilities Services Department in order to maintain these in a safe operating manner.

**2.7.** Usage of the Fitness Center is first come, first served. This includes the racquetball room. However, there is a sign-up sheet for reserving a time in the racquetball court, which is available on Meeting Planner on the College iSite. If you sign up for a specific time, you will be considered to have usage at that time. If you do not show up within ten minutes of the signed up time, you will lose your time to the next person wanting to use the room.

**2.8.** Please use the Fitness Center at the courtesy of others. This includes loudness of music, timeliness of activities, etc. During the hours of class time, extra caution is advised for consideration of students in adjoining classrooms.

### **3. Rules Relative to Keys, Facilities Use, and Enforcement Policies**

**3.1.** Each authorized user of the Fitness Center, other than guests, shall be issued an electronic ID badge to access the Fitness Center, after the waiver has been signed and returned to the Human Resources department. The ID badge is the individual's responsibility and may not be duplicated, or given to any other person, for any reason.

**3.2.** If a badge is lost or stolen, the person assigned the badge shall immediately report it to the Human Resources or Facilities Services Department. The person will be responsible for replacement according to the College badge replacement policy.

**3.3.** Usage of the Fitness Center may terminate voluntarily at the request of the user, involuntarily for violation of the Fitness Center's rules and policies, for termination of employment, or when an individual is no longer a tenant of the Entrepreneurship Center. When usage is terminated, the ID badge is to be returned to the Human Resources Department.

**3.4.** These policies and rules are subject to change at any time, without notice to the users of the Fitness Center. Any changes to the policy will be posted and users of the Fitness Center are liable to follow all changes as made.