

Wellness and Recreation Center User Policies

GEORGIA COLLEGE
JANUARY 2021

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Georgia College

Department of Wellness and Recreation

WELLNESS AND RECREATION CENTER

USER POLICIES

Section 1: Code of Conduct and Assumption of Risk

In order to maintain a high level of service to our users, the Wellness and Recreation management team enforces a Code of Conduct all participants must follow. User cooperation is expected to create a friendly and positive environment for wellness opportunities in all areas of the facility.

Use of Wellness and Recreation facilities and participation in all programs are privileges. Individuals not adhering to established policies may be asked to leave and/or may have their privileges revoked. All users and patrons agree to abide by the following Code of Conduct

Code of Conduct

1. Treat the Wellness and Recreation Center staff and facility with respect.
2. Act with character and courtesy while respecting the rights, welfare and dignity of all others in the facility.
3. Refrain from vulgar language and offensive conduct. Such language that is deemed offensive to others will not be tolerated.
4. Adhere to the policies in this document and those set by Georgia College.
5. Act in a safe, responsible manner regarding self and others.

Student Employees

Student employees are the initial point of contact for Wellness and Recreation. Student workers are responsible for ensuring the behavior and conduct of all participants. Consequently, student workers are authorized to remove anyone from the facility. Participants engaging in inappropriate behavior or violating policies may be subject to having their privileges revoked and may face University disciplinary action in accordance to the GC Student Honor Code and Code of Conduct.

Assumption of Risk

Participation in Wellness and Recreation programs is completely voluntary. Individuals may suffer physical and/or mental injury, including but not limited to sprains, bruises, aches, strains, broken bones, cuts, scrapes and/or death from participating in these or similar activities. Individuals participate at their own risk and assume responsibility for their own health and safety. The State of Georgia, University System of Georgia Board of Regents, Georgia College, and the department of Wellness and Recreation are not liable for injuries sustained during participation in any programs, facilities, or services. It is strongly recommended that all participants use caution, be aware of potential health risks, consult a physician and/or have a physical exam prior to participation. Georgia College does not provide personal accident/health insurance, therefore, participants are urged to secure their own insurance.

Section 2: Facility Access and Entrance/Exit

Facility Access Policy

All Wellness and Recreation (WRC) facilities are intended for the use of current Georgia College students and other authorized members. The WRC and Centennial Center Pool are controlled access facilities. Only authorized users are allowed entry.

Registration

The member services desk processes all first-time user registrations. After individuals are properly registered, new member screenings may be required.

- Georgia College students must present their valid Bobcat ID to register.
- Faculty, Staff and Non-GC Members must present a valid driver's license.

Photocopies of Bobcat ID or driver's license are not acceptable. If photo, name and/or ID number(s) are not visible the card is not considered valid. ID cards of any kind are non-transferable and for the exclusive use of the person named on the card. ID cards will be confiscated if presented by anyone other than the rightful owner. Involved parties will be subject to disciplinary action.

Authorized Entry

All currently enrolled Georgia College students must present their personal, valid Bobcat ID to the front desk staff upon each entry into the Wellness and Recreation facilities and programs. Card are required regardless of reason for entry, including but not limited to visiting Student Health Services, Counseling Services and/or attending academic classes.

Non-members, suspended members or expired members will not be allowed access into Wellness and Recreation facilities and programs.

Any misuse of ID's and/or improper entry is subject to disciplinary action including immediate removal and/or suspension from all Wellness and Recreation facilities and programs.

Visitor Entry

- Outside guests meeting with staff must check in at the member services desk before entering past the controlled access point.
- Tour groups led by official GC personnel or student ambassadors do not have to sign in at the member services desk.
- Lay persons, contractors and vendors must sign in upon entering, and must sign out when exiting.

Georgia College Athletic Teams

GC Athletic team training activities are NOT to be held at Wellness and Recreation facilities. A coach or professor may contact the facility for reservations, or to inquire about special arrangements. Access will not be granted without prior arrangement.

Special Accommodations

Disabled persons requiring special accommodations during a guided tour should contact member services (478-445-7777) or the GC Office of Disability Services (478-445-5931) in advance.

Facility Entrance and Exit Policy

Entry into the Wellness and recreation Center is through the designated main entrance at the front of the building.

Entry into Counseling Services and/or Student Health Services is at the designated west entrance, closest to the athletic fields. The main entrance may also be used.

Disability access and individuals needing to use the elevator should enter the main WRC entrance.

Exiting the WRC must be through the main entrance by the member services desk.

Exiting Counseling Services and/or Student Health Services should be through the designated west entrance. The main WRC entrance may also be used.

Emergency Exit

The professional staff, student supervisors and/or graduate assistants will direct all emergency evacuation procedures. All individuals must exit a University facility during any emergency evacuation situation.

Once outside the facility patrons must move to the athletic field parking lot, where University representatives or emergency personnel will provide further instructions.

Do not use the elevator during a fire alarm.

Section 3: Facility and General Policies

Questions concerning these policies should be directed to Wellness and Recreation management, or the supervisor on duty.

Accidents and Injuries

Any accident, injury or related incident occurring within Wellness and Recreation facilities and/or programs should be reported immediately to a Wellness and Recreation employee. The supervisor will administer first aid as necessary using universal precautions. A first aid kit and ice packs are located at the member services desk, fitness desk, and in the aquatic center. An Accident/Injury Report must be completed by the staff handling the accident.

Alcohol, Drugs and Smoking

The Wellness and Recreation facilities are substance-free. Tobacco, electronic cigarettes, vapes, alcohol and drugs are strictly prohibited. Students, faculty, staff and/or community members who violate this policy are subject to disciplinary action and penalties in accordance with the Honor Code and Code of Conduct. For complete details regarding the University's policy see www.gcsu.edu/studentaffairs/handbook.

Animals

Only service animals are permitted inside the WRC. The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities on the GC Campus. The ADA defines service animals as any dog individually trained to provide assistance to a person with a disability. Also see Student Disability Resource Center.

Cell Phones

Cell phones may be used in the common areas of the facility only. Use of cell phones is not permitted in locker rooms or while using equipment. Mobile devices may only be used as a music/video device as long as head phones/ear buds are used. Out of respect for others we ask all persons to limit cell phone use in public areas.

Phone and Computer Use

Wellness and Recreation computers are for Wellness and Recreation staff only. Wellness and Recreation phones (professional offices, member services desk, aquatics, fitness desk and athletic training) are for department-related business only. Emergency situations are the only exception.

Damages

Participants utilizing the Wellness and Recreation facilities and equipment assume liability of and agree to compensate the Department for any damage beyond normal wear and tear while being used. Refer to the GC Code of Conduct for complete policy regarding prohibited acts and liability.

Decorations and Signage Policy

Decorations may not be put on walls or furnishings without prior consent from Wellness and Recreation Director. Decorations must not disguise, cover or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads/piping and fire alarm pull stations.

Ejection

Noncompliance to any University or Wellness and Recreation policy is subject to ejection. When an individual is ejected or removed from the facility for any reason that individual is suspended from all Wellness and Recreation facilities and programs until he/she has met with the appropriate professional staff or designee of the Wellness and Recreation Department.

Emergencies

In the event of any emergency situation, all patrons are expected to follow the direction of the Wellness and Recreation staff. If an emergency situation calls for sudden evacuation of the facility, exit through the nearest door avoiding danger areas. Please follow University emergency policies for all emergencies. All see Emergency Exit.

AED/CPR

Automatic external defibrillators (AED's) are located at the member series desk, the fitness desk and the aquatic center for use in cardia-related emergencies. Only Wellness and Recreation personnel should use the device in case of such an emergency. The devices are checked monthly by GC Public Safety.

Equipment Check-Out Policy

- Members may check out equipment free of charge at the member services desk.
- Equipment is for use in the WRC and/or during Wellness and Recreation programming only.
- Equipment must be returned to the member series desk before leaving the facility or area.
- Member checking out the equipment is responsible for the item(s). If the equipment is lost, damaged or not returned the individual is responsible for the cost(s) to replace the equipment.
- Equipment returned the following day or later will accrue a \$2.00 late fee per day. Fee must be paid prior to accessing any WRC activity area.
- If equipment is not returned, Wellness and Recreation staff may suspend the participant's membership and charge the equipment replacement fee to the member's Wellness and Recreation account. If charges exceed \$50, the fees will be charged to the student's Georgia College account. The participant cannot regain his/her membership until the charge is paid.
- General wear and tear on equipment is the responsibility of Wellness and Recreation.

Facility Reservation Policy

The Georgia College office of Facility Reservations is responsible for university space and facility reservations. All reservations requests must be submitted online through the 25Live event scheduling system.

It is recommended that all requests be submitted to the Facility Reservations Office at least seven business days prior to the date of the event. To request a location, complete the online 25Live facility reservation request form.

Food and Beverages

- Food is NOT allowed at any time in any activity area.
- Food may be allowed as an exception for special events if prior approval/arrangements are granted by the Wellness and Recreation professional staff. Food should be kept in the Lobby or Classroom.
- Water and sports drinks in sealable, screw-top containers are the only beverages allowed in activity areas; including but not limited to courts, aquatic center and fitness floor. Cups without lids and carry-out cups are not allowed.
- All containers are subject to substance check at any time by Wellness and Recreation staff.

General Policies

- No one under the age of 18 is allowed in the Wellness and Recreation center. GC students and minors accompanied by an adult on an official GC tour, structured event or campus program, etc... are the only exceptions.
- No bicycles, scooters, hover boards or Heelys are allowed in the WRC. Bicycle racks are located outside the main entrance.
- Skateboards may not be ridden in the WRC. Skateboards may be stored in the lockers located into the locker rooms on the first floor.
- Roller blades may only be worn on the multi-purpose court.
- WRC television channels are set and/or changed by Wellness and Recreation staff only.
- Personal radios/electronic devices are only allowed to be used with headphones.
- Use of informal activity spaces when not scheduled/reserved (including priority scheduling) is first come, first serve.
- Spitting in the common areas or activity areas such as courts, track, etc. is prohibited.
- Personal items shall not be left or placed on the floor or on equipment. Individuals may utilize the locker rooms on the first floor, the wallet lockers on the fitness floor, and the cubbies throughout the facility.
- Wellness and Recreation is not responsible for lost or stolen property.
- Staff members are not permitted to hold equipment, valuables or bags for participants.
- The Wellness and Recreation facilities may not be used for private or commercial purposes unless such activity has been approved by Wellness and Recreation

professional staff. Examples of prohibited activity include, but are not limited to, personal training, private instruction, sales, etc.

- Areas within the WRC and equipment shall be used for intended purposes only.
- Weight bars and dumbbells are intended for the weight floor surface only. Weights and equipment are not to be taken outside of their designated areas (Ex: track, group fitness studio, cardio area, etc.)
- Members should report any concerns about the facility and/or equipment to member series or the area supervisor as soon as possible.
- A closing announcement will be made approximately 30, 15, 10, and 5 minutes prior to closing. At which time all participants are expected to finish their activity, re-rack all weight equipment, return any checked out equipment, finish showering and exit the WRC by closing time.
- Swimwear is not allowed to be worn outside the locker rooms/aquatic areas.

Hours of Operation

All hours are subject to change due to the academic calendar, seasonal sports, unforeseen circumstances and/or maintenance. Please consult our website for the latest information pertaining to hours of operation.

Reduced hour of operation, including closure, are in effect during semester breaks, University holidays and other scheduled breaks.

Locker Rental

Each WRC locker/changing room has 100 lockers available to users. All lockers are day-use only. Day use locker contents must be removed before closing each night.

Monthly locker rentals are available for \$25 per semester, charged to the member's WRC account. Locks are provided by the WRC for locker rentals. Personal locks will be removed immediately.

If contents remain in day-use lockers, or locker rental is not renewed, locker contents will be removed and stored at the member services desk for 7 days. Locker contents not picked up after 7 days will be donated. No compensation to the locker owner will be given if items have been donated.

Lost and Found

Found items should be turned in to the member services desk. Items turned in will be recorded in the Lost and Found log. Valuable items such as wallets, cell phones, iPods, and other electronic devices will be securely stored until the rightful owner is found.

Inquires regarding lost items should be made at the member services desk. Items not claimed in 7 days will be donated.

Staff members are not permitted to hold valuables. Wellness and Recreation is not responsible for lost or stolen items.

Parking

(P) Perimeter parking lots are located on the west end of the WRC, near the soccer and softball fields, and require a (P) Permit. Non-GC members will be issued a temporary parking permit upon membership registration. Permits may be renewed periodically.

GC Employees may park in the (E) Employee parking lot adjacent to the Peeler building Monday through Friday between 7:30 a.m. – 5:00 p.m. Georgia College Employee permit is required. Employee permits may be purchased at the Parking and Transportation Office or online through the GC unify portal.

Photo and Video Policy

Wellness and Recreation staff reserves the right to obtain photo/video of participants in facilities and/or during programs for use of promotional/media postings.

All persons captured in photos/videos in activity and common areas, by other participants must give prior verbal consent to appear in the photo/video. Wellness and Recreation staff reserve the right to determine if a photo or video is allowed based on individual circumstances.

Phots/videos are strictly prohibited in the locker rooms, restrooms, athletic training room and similar areas of the Wellness and Recreation facilities.

Printed Promotional Material

University approved promotional material by be posted on designated WRC bulletin boards. Persons wishing to post material should contact a Wellness and Recreation professional staff member for current bulletin board locations.

Solicitation

No solicitation shall be conducted in or around Wellness and Recreation facilities on the Georgia College campus, except by the employees of the University acting in the scope of their agency or employment, or by established student organizations, in accordance with University policy. Also see: www.gcsu.edu/auxilliaryservices.

Towel Policy

Towel services are not available at the WRC. However, disinfectant wipes are located throughout the fitness area. Members are expected to clean each piece of equipment immediately following use.

Section 4: Dress Code

The Wellness and Recreation staff reserve the right to determine the acceptability of all exercise attire. Staff decisions concerning appropriate clothing will be final. Failure to dress properly will result in denial facility use and/or participation in Wellness and Recreation activities, programs and services.

General

- Athletic tops and bottoms must be worn at all times.
- Closed-toe and heeled, non-marking athletic shoes are required.
- No male or female may expose any part of the nipple at any time.
- Clothing that in any way damages equipment, upholstery or flooring are prohibited.
- Clothing with offensive language, designs or pictures is prohibited.

Climbing Wall

- Loose jewelry and glasses must be secure.
- All objects must be removed from pockets prior to climbing.
- Only climbing shoes are allowed on the climbing wall. Climbing shoes may NOT be worn outside of the climbing area.

Aquatics

- Appropriate swimwear is required. Swim suites are designed to be quick-drying and are generally made from smooth polyester or nylon material.
- Gym/basketball shorts, athletic wear, cut-offs, cargo shorts and other similar materials are prohibited.
- Lifeguard apparel is prohibited due to liability purposes.

Section 5: Area Specific Policies & Personal Training

Aquatics

- See Dress Code

Sanitation

- All swimmers must wear appropriate swim attire.
- A shower is required before entering pool.
- No one with sores, open wounds, bandages or other infections may enter the water.

Safety

- Enter the water only when a lifeguard is on-duty and is present on the pool deck in the guard stand.
- No running allowed on the pool deck.
- No tennis shoes, street shoes, dress shoes, etc.. allowed on pool deck.
- No hanging or dunking on water basketball rim.
- It is recommended that weak or non-swimmers stay behind the black shallow depth marker and wear a U.S. Coast Guard approved floatation device. The WRC does not provide such equipment. Individuals may bring their own.
- Personal inflatable devices are not allowed in the pool
- Kickboards, pull buoys and running belts are allowed, but the lifeguard may limit their use if the pool is crowded, or they are not being used for the intended purpose.
- Use non-breakable plastic containers. Glass containers are prohibited.
- No food/gum allowed on deck or in the pool.
- Horseplay or inappropriate equipment usage in the pool will not be tolerated.
- No hanging or sitting on the lane lines
- Staff are responsible for the safety of the pool and reserve the right to ask any patron to leave if they feel it is necessary.

Lap Swim

- Be considerate of other swimmers in the lanes.
- Circle swim when necessary.

Water Aerobics

- Aerobics classes take precedence over the area of the pool they are utilizing. Please be considerate of the classes while they are in progress.

Meter Diving and Patron Responsibility

- One person allowed on the board at a time.
- Divers may take only one bounce on the board.
- Divers must dive or jump straight off the end of the board. Forward dives and jumps only.

- Divers must exit the water by swimming as far away from the board as possible and then swim to the side of the pool where an exit ladder is accessible, unless otherwise instructed by the lifeguard(s).
- No floatation devices, masks, goggles, or other equipment allowed when on the boards.
- No inward dives.
- Divers not permitted to change the fulcrum settings.

Aqua Climb

- Experienced swimmers only.
- Only one climber per wall at a time.
- There should be no swimmers in the drop zone while climbing.
- No diving. Feet first entries only.
- Floatation devices not permitted.

Inclement Weather

Wellness and Recreation reserves the right to close the pool due to inclement weather.

Based on the National Lightning Safety Institute recommendations of lightning safety at indoor pools, activities will be suspended and participants will be evacuated when lightning is detected within 10 miles of the facility. Activities may be resumed 30 minutes after the last detection of lightning.

Climbing Wall

Hours of Operation

Climbing strictly prohibited during hours outside of the advertised climbing wall schedule.

Rules of the Wall

The following policies are to be observed during any programs or open climb sessions at the climbing wall.

- All climbers must check in at Member Services before entering the climbing area.
- Loose jewelry/glasses must be secured and all objects must be removed from pockets before climbing.
- No food, drink, gum/candy are allowed in the climbing wall area.
- Climbers may not use personal gear with the exception of climbing shoes and chalk.
- Only climbing shoes are allowed on the WRC Climbing Wall. No climbing shoes may be worn outside the climbing area.
- Only chalk balls/socks allowed. No loose chalk. Clean up after yourself.
- Communicate! Talk to your climber/belayer/spotter!
- When bouldering you must stay below the marked maximum height; spotters are recommended.

- No one is permitted to belay or tie themselves into a rope until they pass the WRC Climbing Wall Basic Belay Test.
- All belayers must stand. Sitting or lying down while belaying is not permitted.
- Lead climbing and lead belaying are not allowed without first passing the WRC Climbing Wall Lead Test.
- Tightening, loosening, or moving holds in any manner is not allowed without authorization of WRC Climbing Wall Staff.
- Please report loose holds, bad wear spots on ropes, or any issue you believe to be a safety hazard.
- Personal items should be stored in the bench shelving. No personal items should be on the climbing wall surface.
- Please be courteous and respectful to other participants. Vulgar or obscene language will not be tolerated.

Courts 1, 2 and 3

- Proper exercise attire is required. See DRESS CODE for complete details.
- Non-marking shoes only. No heels or boots.
- No dunking or hanging on rims or nets during free play.
- No deliberate abuse of the walls, doors, ceilings, equipment, etc.
- No kicking or throwing of a basketball and/or other equipment towards the ceiling, track and/or adjacent courts.
- Disassembling or moving equipment requires prior approval; contact member services for assistance with equipment.
- Users are not to turn the lights or tamper with the panel boxes. Requests or problems should be referred to member services.
- Limited equipment is available for checkout at the member services desk. If equipment is not returned, the participant's membership privileges will be suspended and the cost of equipment will be charged to the participant's account. Participant may not regain membership until charge is paid. Also see: Equipment Check Out Policy
- Only one sport may be played at a time on court 3/multi-purpose court.
- Volleyball must have a minimum of 6 players for set up/take down of volleyball standards.
- Informal use of courts when not schedules/reserved, including priority scheduling, is first come, first serve.
- No food allowed. Water and sports drinks in sealable, screw-top containers may be allowed on court sidelines and bleachers.

Fitness Area

- All individuals exercise at their own risk.
- Participants may request assistance with equipment. Fitness Assistants are available to provide basic assistance and instructions on proper operation and use of equipment.
- If you experience lightheadedness, dizziness, nausea or any other discomfort, discontinue your workout and seek help immediately.
- Proper exercise attire is required. See DRESS CODE for complete details.

- Water and sports drinks in sealable, screw top containers are the only beverages allowed.
- To reduce risk of participant injury, all loose jewelry, bracelets or loop earrings should be removed prior to use of equipment.
- All personal items/belongings must be stored in a day use or rented locker, wallet locker or cubby.
- Backpacks, book bags and large personal items are not allowed in any fitness activity areas.
- Talking and texting on a mobile device is prohibited while using exercise equipment. The only exception is when mobile device is used for music/video with headphones.
- Wellness and Recreation is not responsible for any valuables left unattended.
- Horseplay and rowdy behavior that poses a risk to user safety will not be tolerated.
- Participants must wipe down each piece of equipment following use. Disinfectant wipes are provided throughout the workout areas.
- All fitness equipment must remain on the fitness floor in its designated location. Equipment is not to be taken to any other areas within the facility.
- All facility related injuries must be reported immediately to the nearest Wellness and Recreation staff member.
- Report any damage, equipment malfunction or facility irregularity to the nearest Wellness and Recreation staff member.
- Group and team workouts are NOT permitted. No more than 3 people are allowed to work out together in order to prevent monopolizing any area or equipment.
- Staircase should not be used or blocked for workouts.
- Participants should be considerate of other users at all times.
- Respect for equipment, facilities and the Wellness and Recreation staff should be shown at all times.
- Use of cardio equipment is limited to 30 minutes during peak hours or when others are waiting.

Resistance Training and Conditioning

- Do not attempt to use any equipment with loose or damaged parts.
- Do not lean or prop free weights/weight plates against mirrors, walls, pillars, benches or equipment.
- People socializing in groups that congest the area will be asked to disperse or leave.
- When the center is busy, do not monopolize a select weight station. Allow others to work in and share machines.
- Weightlifting belts may only be worn if they do not come in contact with equipment upholstery. Accessory belts are not allowed.
- Do NOT drop or throw free weights or plates. Slamming of the free weights and/or weight stacks will not be tolerated. Participants who do so may be subject to disciplinary action.
- The Wellness and Recreation center is not equipped for Olympic/Power lifting.
- Using a spotter is recommended on all press stations.

- Collars/locks are required on all free weight bars during use.
- Fitness equipment shall not leave the resistance training area.
- After use all equipment and weights must be returned to the correct location and storage racks, in proper order.
- Users who fail to rack and put their weights back properly may be subject to suspension of facility privileges.

Group Fitness Studio

- Water and sports drinks in sealable screw top containers are the only beverages allowed.
- No food is allowed in the studio.
- Proper exercise attire is required. See DRESS CODE
- Studio may be used outside of class times by checking in/out with the fitness assistant on duty.
- Only non-marking shoes are allowed.
- Report any injury or equipment problems immediately to class instructor.
- No dropping equipment.
- Do not touch mirrors.
- All group fitness equipment is to remain in the Group Fitness Studio and stored properly.
- Only Wellness and Recreation staff are allowed to use the stereo and audio equipment.
- Arrive at least 5 minutes prior to class starting time to receive directions from the instructor. Space may be limited for some classes.
- All personal items must be stored in the provided cubbies or lockers.
- Mobile devices are strictly prohibited during class times.
- Wellness and Recreation is not responsible for lost or stolen items.
- Silence or turn off all electronic devices.
- Plan to complete entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class suspension.

Spinning

In addition to the above listed group fitness studio policies, please adhere to the following Spin class policies:

- All first-time riders must attend the cycling orientation prior to the start of class.
- Wipe down the bike, including seat and hand rails when finished. Disinfectant wipes are provided.
- Place bikes back in correct storage position before leaving the class.

Indoor Track

- Track is intended for walking/running use only. Lunges, plyometric or any activity that obstructs the flow of traffic are not permitted.
- Stretching and warm up exercises are to occur in the designated areas only.
- Only non-marking, closed-toe athletic shoes are allowed. Spikes, turf shoes, cleats and hard-sole shoes are not allowed.
- See track direction signs for daily direction of travel.

- Jogging/Running lanes are the 2 inside lanes.
- Walking lane is the 1 outside lane.
- Give right of way to people passing on the track.
- 10 laps equal 1 mile.
- The track is not an observation area for courts below. No one is allowed to stand on or block any lanes of the track.

Personal Training Policies

- Outside personal trainers or private individual training is not permitted.
- Clients are matched with trainers based on availability, goals and preferences provided on the training application. Applicants are not guaranteed a trainer.
- Once matched, clients should be contacted by a trainer within 72 hours.
- Full payment must be received prior to the first training session
- Payment should be made at the member services desk, or online. Credit/debit cards are the only accepted form of payment.
- Clients must complete and return all personal training documents to his/her trainer during the initial Fitness Assessment.
- Fitness assessment must be completed prior to the first training session.
- All training sessions last one hour.
- Client must call the Wellness and Recreation Fitness Desk (478-445-7545) if he/she is running late for a training session. Trainers are required to wait for only 15 minutes before that session is forfeited.
- If a client is late the session will only last until the end of the hour for which that session was scheduled.
- To cancel an appointment the client must notify his/her trainer directly at least 12 hours prior to the scheduled session time. Do not call the Department of Wellness and Recreation to cancel or reschedule appointments. Discuss with your trainer which method of communication is preferred (cell phone, text, email, etc..).
- If a client does not give his/her trainer a 12-hour notice that session is forfeited and will not be rescheduled.
- Clients will receive a credit for any training session cancelled by the trainer, due to uncontrollable circumstances (severe weather, power outages, etc..) or personal emergencies.
- Clients are required to abide by all Wellness and Recreation User Policies while working with a trainer.

SECTION 6: MEMBERSHIPS AND GUESTS

Membership Eligibility

Georgia College Students

Currently enrolled Georgia College students paying the mandatory student fees have WRC memberships at no additional cost.

Georgia College Employees

Current full-time benefit eligible Georgia College employees, age 18 or older are eligible to purchase an Employee Membership for \$25 per month. Employment verification required.

Georgia College Retirees

Georgia College retirees are eligible to purchase a Retiree Membership for \$25 per month. Possession of Retiree Bobcat ID card required to purchase this membership.

Community Patrons

Members of the community, age 18 or older are eligible to purchase a Community Membership for \$50 per month, or \$10 per single entry. The term community patrons include:

- GC Students who are not enrolled or enrolled in online classes only for current semester
- Amendment 23 students
- Spouse/Partner/Family Members of GC Employee
- GC Employees who are not benefit eligible
- Others not affiliated with Georgia College

❖ **Wellness and Recreation reserves the right to approve or deny any membership.**

❖ **Segmented memberships are not available (ex: pool only)**

Registration

- Valid government issued photo ID, or valid GC issued Bobcat ID required
- Enrollment verification, if applicable
- Employment verification required for GC employee memberships
- Retiree membership requires Retiree Bobcat ID
- Signed Liability Waiver & Covenant Not to Sue
- Completed Physical Activity Readiness Questionnaire (Par-Q)

- All online membership purchases require in-person registration verification prior to membership approval/facility access.

Payment

Accepted forms of payment are credit/debit card only.

Memberships may be purchased in person, at the Member Services desk. Some membership types are available for purchase online.

Initial payment is due upon membership registration.

GC Employee Options

- Recurring Monthly Membership (No End Date) paid by automatic monthly Credit/Debit Card draft.
- Recurring Monthly Membership (No End Date) paid by Payroll Deduction
- Pre-Paid Membership for specific number of months (ex: 1 month, 3 months, etc.)

Retiree and Community Options

- Recurring Monthly Membership (No End Date) paid by automatic monthly credit/debit card draft
- Pre-Paid Membership for specific number of months (ex: 1 month, 3 months, etc.)
- One-time payment of \$10 for single entry

Recurring Monthly Membership

Credit/Debit Card Draft

Initial payment is due at the time of registration via credit/debit card.

First month's payment may be pro-rated depending on the day of the month membership is purchased.

Billing is processed on the 2nd of the month. If the 2nd falls on a weekend or holiday, billing will be processed the next business day.

Member's account will remain active and billed monthly until an online cancellation request form is submitted by member and approved by Wellness and Recreation staff.
*See CANCELLATIONS for additional details.

Each member understands and agrees that he/she is responsible for satisfying the membership dues each month and may be charged \$25 for insufficient funds. He/she also understands that the authorized amount is subject to change annually.

Any member shows credit/debit card is declined during monthly billing on 3 separate occasions will be restricted from purchasing the Recurring Monthly Membership. Member will only be allowed to purchase single entry membership or specific month durations in which payment is received in full at time of purchase.

GC Employee Payroll Draft

Available to GC employee members only.

Initial payment is due at the time of registration via credit/debit card. If membership is purchased after deadline to submit payroll deduction request, the second month's dues will be included in initial payment.

First month's payment may be pro-rated depending on the day of the month membership is purchased.

Monthly paid employees will have the current month's check deducted for the following month.

Bi-weekly paid employees' deduction will begin with the next pay period, and thereafter, \$12.50 will be deducted from the first 2 paychecks of each month.

10-Month Faculty/Staff will need to pay \$25/per month by credit/debit card for continued access for two months not covered by payroll deduction.

Pre-Paid Membership

Member makes a one-time payment for desired number of months. Membership begins on day purchased and ends at the end of business, one month later. (Ex: one-month membership purchased on May 15th, would end at close on June 14th). Pro-rate does not apply. Partial month memberships not available. Credit/Debit card only.

Single Entry Membership

Member may purchase a one-time entry for \$10. All registration requirements must be met. **Single entry memberships are excluded from New Member Screening requirement.* Entry is valid for date of purchase only.

New Member Screening

To comply with ACSM risk stratification guidelines, a new member screening will be scheduled for any member (student, employee or community):

- (a) Who marks one or more Yes's on the Par-Q, or
- (b) Males 45 years and older, regardless of Par-Q results, and
- (c) Females 55 years and older, regardless of Par-Q results.

Screenings will be conducted by a Wellness and Recreation Associate Director or a Graduate Student.

Access to WRC activity spaces and equipment is permitted at the time of account activation.

Members must complete a Par-Q Plus and/or medical history form as part of the screening, which will be provided prior to or during the appointment. Anyone with one or more items marked "YES" on the Par-Q will be asked to obtain a written physician's clearance from his/her primary care physician.

Members have the right to deny the new member screening by signing an Assumption of Risk and Right to Deny form.

Length of Membership/Cancellation

All recurring Wellness and Recreation memberships, excluding GC students, are available for purchases anytime and automatically renew each month. Contracts are not required.

All memberships are eligible for cancellation with the exception of the standard GC student membership paid via the mandatory Wellness Center building fee.

Community and Employee recurring credit/debit card drafted memberships cancelled after monthly billing has processed, will not be eligible for full or partial refund. Members will have continued access until the end of the month with the cancellation taking effect prior to the first day of the following month.

Employee Payroll Deduction membership cancellations will take effect the first day of the following pay period. Members will have continued access until the last day of the current pay period.

It is the member's responsibility to check personal financial statement for accuracy and that charges have been cancelled.

Once a membership is cancelled, there is no guarantee that it may be reinstated.

Guest and Visitor Policy

Community, Retiree and Employee members are not allowed to bring guests.

Any person 18 years or older, with a valid driver's license (or equivalent) may purchase a one-time entry membership for \$10. Waiver, Release of Liability and Covenant Not to Sue is required.

GC Student Guest Policy

GC Student members are awarded four complimentary guest passes for their entire time at GC.

Wellness and Recreation reserves the right to approve or deny any guest pass transaction. Guests are subject to specific program eligibility policies where applicable. Wellness and Recreation reserves the right to ask any person to exit the building at any time.

Requirements and Limitations

- Guest passes are intended for out-of-town family and/or friends who wish to work-out while visiting a student.
- Guest passes are valid for one-time entry only.
- Guest passes are limited to a maximum of four visits per guest.
- GC Students may not access the facility as a "guest".
- GC Students cannot check another currently enrolled GC student into the facility using a guest pass.
- GC Students must accompany his/her guest and remain in the facility with the guest.
- GC Students must understand that the WRC is a controlled access facility, and as such, abide by all policies and procedures when bringing guests into the facility.
- Guests must be 18 years of age or older.
- Guests must complete and sign Waiver, Release of Liability and Covenant Not to Sue.
- Guest must become a paying community member or purchase a one-day membership in order to access the WRC after a fourth guest visit.
- Guest must abide by policies and procedures of the WRC.

Official University Visitors

Special requests for official University visitors will be handled on a case-by-case basis and must be submitted in advance to bert.rosenberger@gcsu.edu.

Non-Participation Policy

On occasion special events may be open for non-participatory spectators. All Non-GC persons must stop by the Member Service's desk to sign-in upon entry, and sign-out upon exiting.

WRC staff reserves the right to ask any person to exit the building at any time.