

**Georgia Southwestern University  
Fitness/Wellness Manual**

GSW Fitness and Wellness  
Participant Policy Manual  
Table of Contents

Section 1 - Introduction

- 1.1 - Mission
- 1.2 - Code of Conduct
- 1.3 - General Information / Phone Numbers
- 1.4 - Hours of Operation
- 1.5 - Warning Statement

Section 2 – Access and Visitor Policies

- 2.1 - Facility Access
- 2.2 - University Guest Policy
- 2.3 - Visitor Policy
- 2.4 - Spectator Policy
- 2.5 - ADA Statement
- 2.6 - Waiver
- 2.7 - Entrance/Exit
- 2.8 - Parking

Section 3 - Membership

- 3.1 - Membership Policy
- 3.2 - Conflicts/Exceptions
- 3.3 - Membership Categories & Verification Process
- 3.4 - Payment
- 3.5 - Cancellation/Refunds
- 3.6 - Member Guest Policies
- 3.7 - Emergencies

Section 4 - Facility Reservations

- 4.1 - Reservation Process
- 4.2 - Event Classifications
- 4.3 - Reservation Policies and Procedures
- 4.4 - Reoccurring Reservations

Section 5 - General GSW Fit/Well Policies, Rules & Regulations

- 5.1 - General Rules
- 5.2 - Accidents/Injuries
- 5.3 - ADA Statement
- 5.4 - Alcohol, Drugs and Smoking
- 5.5 - Animals
- 5.6 - Attire and Footwear
- 5.7 - Cell Phones
- 5.8 - Damages
- 5.9 - Ejection
- 5.10 - Equipment Checkout
- 5.11 - Lost and Found
- 5.12 - Solicitation

Section 6 - Indoor Recreation: Area Specific Policies

6.1 - Fitness Center & Functional Fitness Room

6.2 - Racquetball Courts

6.3 - Basketball/Volleyball Courts

6.4 - Group Fitness Studios General Policies

6.5 - Pool Policies

# GSW Student Success Center

## 1.1 Mission Statement

The Mission of the Fitness Program is to serve the GSW community by promoting and encouraging a balanced and healthy lifestyle through educational programming, leadership, and recreational opportunities.

These policies are to provide guidelines for the users of the Fitness/Wellness and Campus Recreation & Intramurals programs and services. The use of the programs and services is a privilege and individuals not cooperating with established policies may be asked to leave, or have their privileges suspended or revoked. Fit/Well staff reserve the right to make judgment and the final decision on policies not covered in this participant manual.

## 1.2 Code of Conduct

In order to maintain a high level of service to our users, Fit/Well staff enforce policies that all participants must follow. Fit/Well appreciates your cooperation in creating a friendly and positive environment for recreation and wellness opportunities. Participation in all programs and services is a privilege. All users who participate in activities or who utilize Fit/Well facilities, services, and programs, agree to adhere to the following code of conduct:

Participants are expected to:

- Adhere to all policies outlined in the Georgia Southwestern State University Student Code of Conduct: <https://www.gsw.edu/campus-life/campusservices/judicialaffairs/codeofconduct>
- Adhere to the rules and policies set forth by Fit/Well
- Act with character and courtesy while respecting the rights, welfare, and dignity of others
- Refrain from vulgar language and offensive conduct
- Treat Fit/Well staff, other users, and the facility with respect
- Act in a safe, responsible manner regarding themselves and others
- Participants engaging in inappropriate behavior or violating our policies may be subject to have their privileges of participation suspended or revoked, and could face possible University disciplinary action.
- As a result of non-compliance with any University or Fit/Well, Campus Recreation and Intramural policy, students may be ejected from the Facilities by staff. These facilities include: Fitness Center, Functional Fitness Room, IM Gym, Racquetball Court, and Group Fitness Room. Students who are ejected and/or suspended will be informed in writing and have the opportunity to schedule to meet with the Associate Director to appeal this ejection. To schedule a meeting, please email [Anna.Champion@gsw.edu](mailto:Anna.Champion@gsw.edu). If you are ejected or suspended, your GSW Fit/Well access will be suspended until after your meeting. At this meeting, further sanctions may be imposed.

- Students who are ejected may also be referred to the Office of Student Conduct and face conduct charges based on their reported behavior.

## 1.3 General Information

Website: <https://gsw.edu/campus-life/studentactivities/recreation/index>

Address: Student Success Center  
800 Wheatley Drive  
Americus, GA 31709

### **Main Phone Numbers:**

Associate Director of Campus Recreation: 229-931-2111

Fitness Center: 229-931-2111

Deriso Pool: 229-931-2334

Fax: 229-931-2835

### **Other Important Numbers:**

Georgia Southwestern Public Safety: 229-931-2245

## 1.4 Hours of Operation

Please consult our website for the latest information pertaining to hours of operation. Please note that all hours are subject to change due to the academic calendar, special events, unforeseen circumstances, and/or maintenance schedules.

Reduced hours of operation, including closure, are in effect during semester breaks, university holidays and other scheduled breaks. An annual shutdown of approximately two weeks will occur for routine maintenance and cleaning. Communication regarding closures will be posted in advance.

## 1.5 Warning Statement

You may suffer physical and/or mental injury from participation in these activities. Participation in Fit/Well programs is completely voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. Georgia Southwestern State University and Fit/Well are not liable for injuries sustained during participation in any Fit/Well sponsored activity. It is strongly recommended that all participants consult a physician and/or have a physical exam prior to participation. Georgia Southwestern State University does not provide personal accident/health insurance; therefore, participants are urged to secure their own insurance.

## **Section 2: Access and Visitor Policies**

### **2.1 Facility Access**

Only authorized users are allowed entry. The Fit/Well facility is intended for the use of current Georgia Southwestern State University fee-paying students (taking 4 or more on-campus hours) and other authorized members of the Georgia Southwestern community. All participants must gain access into the building at the front desk by showing a valid Georgia Southwestern ID or Picture ID. Showing proper identification to the Fit/Well facility staff member is required to prove your membership. The Fitness Center is a controlled access facility. **NO ID = NO ENTRY, NO EXCEPTIONS!**

ID cards are non-transferable and are for the exclusive use of the person named on the card. GSW ID cards will be confiscated if presented by anyone other than the rightful owner. All involved parties may be subject to disciplinary action. Participants must possess, and display upon request, appropriate identification. The GSW Fitness Staff reserves the right to request identification at any time. Any misuse of valid IDs and improper entry is subject to disciplinary action including immediate removal and suspension from GSW facilities and programs, as well as further university discipline.

Photocopies of a Georgia Southwestern State University photo ID are not acceptable. If the photo, name and/or ID number(s) are not visible on a Georgia Southwestern State University ID card, the card is not considered valid. Your cooperation in presenting proper identification is expected at all times.

### **2.2 Guest Access**

University departments, who are sponsoring guests on campus to attend a workshop, conference, camp, or other sponsored event, may request access to GSW Fit/Well for attendees in advance by contacting the Associate Director of Campus Recreation, Fitness and Wellness Programs. The stated guest fee may apply. For GSW Fit/Well Member Guest Policies, please see section 3.6.

### **2.3 Visitor Policy**

Visitors (non-members) seeking entry beyond the controlled access point for meetings, tours, events, or as spectators, must check-in at the front desk by showing a valid picture ID and signing in. Anyone wishing to meet with a GSW staff member, or that has a scheduled appointment with a GSW staff member must check-in at the front desk.

### **2.4 Spectator Policy**

Individuals who are not GSW Fit/Well members, and do not plan to participate in activities, may access the facility as a spectator for events, programs, or games. Spectators may be asked to provide a picture ID. Any spectator found participating in activity will be ejected and may be prosecuted through the Office of Public Safety.

### **2.5 ADA Statement**

Individuals with disabilities are encouraged to attend all GSW sponsored events and utilize GSW facilities. If you are a person with a disability who requires an accommodation in order to participate in a program, please contact GSW Fit/Well in advance at 229-931-2111.

## 2.6 Waiver

Before participating or utilizing GSW Fit/Well programs, services, and facilities, all individuals must sign a liability waiver. Individuals under the age of 18 (minors) must have a parent or legal guardian signature on their waiver. Waivers are available at the front desk.

## 2.7 Entrance/Exit Policy

This facility is for the use of Georgia Southwestern State University students, guests, and authorized persons only. Anyone gaining or allowing unauthorized entry into this facility will be subject to arrest and prosecution under the laws of the State of Georgia. Entry and exit of the GSW Fit/Well must always be through the designated main entrance and exit with the exception for emergency purposes. Individuals entering or exiting through non-designated doors are subject to disciplinary action.

## 2.8 Parking

When utilizing GSW Fit/Well, a proper Georgia Southwestern State University parking permit must be displayed Monday through Friday between 8:00am and 3:00pm in the parking lots. Spouses/domestic partners and dependents may obtain a parking permit from Public Safety at the time membership is purchased. All vehicles are required to park in parking spaces. Parking on grass is prohibited. Georgia Southwestern State University Parking & Transportation Services monitor these and all campus parking lots and will ticket, boot, and/or tow vehicles with outstanding violations. All persons who bring a motor vehicle on campus must comply with Parking & Transportation Services regulations found at [www.gsw.edu/campus-life/campusliving/publicsafety](http://www.gsw.edu/campus-life/campusliving/publicsafety). Please refer to these policies regarding parking on campus.

# Section 3: Membership

## 3.1 Membership Policy

Membership to Fit/Well programs is provided through mandatory student fees for current students, enrolled in 3 or more on-campus hours. Other memberships are open to the campus community through the purchase of a semester or annual membership for the following (see membership categories and verification process for criteria):

- Students enrolled in less than 3 on-campus hours (Non-fee paying students)
  - Spouses/Domestic Partners of Students, Faculty, Staff and Retirees
  - Dependents of current Georgia Southwestern State University Faculty, Staff, and Students
  - Community membership
- 
- Undergrad Students residing in residence halls or UG students enrolled for 3 or more semester hours on campus pay an additional \$428.00 (Stu Activity Fee, Athletic Fee, Health Fee, Success Center Fee, & Technology Fee) plus Institutional Fee.
  - Graduate Students enrolled 7 or more hours pay full fees, but if enrolled 4-6 hours will pay 50% of fees (Student Activity Fee, Athletic Fee, Health Fee, and Success Center Fee) plus Technology Fee and Institutional Fee.

### Registration

Membership packages are available at the Fit/Well front desk or online. Memberships can be purchased at Student Accounts, located at Marshall Student Center on GSW Campus. Fit/Well Membership IDs will also be made at this location. Parking passes are available at GSW Public Safety.

## 3.2 Conflicts and/or Exceptions

Conflicts or exceptions regarding membership status shall be referred to the Associate Director of Campus Recreation, Fitness and Wellness Programming.

## 3.3 Membership Categories & Verification Process

### Student Membership:

Membership to the Fit/Well program for current students enrolled in three or more on-campus hours is included in student fees and can be viewed on the student's RAIN account.

### Non-Fee Paying Student/Continuing Student Summer Membership:

- The non-fee paying student membership is available for purchase by students who are not currently enrolled in 3 or more on-campus hours.
- This membership is also available to continuing students during the summer who are not enrolled in the summer semester, but were enrolled in the previous spring semester, or are enrolled in the following fall semester.
- Proof of enrollment through student's RAIN account is required at the time the membership is purchased.

### Retired Faculty/Staff:

- Retiree status will be verified by the Office of Human Resources.
- Retiree memberships must be paid in full at the time of purchase and are not eligible for payroll deduction.

### Spouse/Domestic Partner/Dependent:

- Memberships are available to Georgia Southwestern State University faculty, staff, retirees and students' spouses/domestic partners, or 16-older year old dependents that live in the same household as a current faculty/staff/student member.
- Spouse/Domestic Partner/Dependent memberships do not require that the Georgia Southwestern employee is also a Fit/Well Member. Both parties must be present at the time of purchase with a government issued photo ID if over 16 years of age.
- Proof of spouse/domestic partner/dependent status is required through:
  - Marriage certificate or Declaration of Domestic Partnership Form, Joint Checking Account, Joint Home or Auto Ownership.
  - Dependents are classified as those who are claimed as dependents for IRS purpose.
  - Dependents age 16-older are required to provide a government issued photo ID or checking account matching parent/guardians home address.
  - In the case of separation, GSW Fit/Well should be notified of member status changes by the end of the current semester.
  - Each dependent 16-older years of age must have an individual membership.
- Children under 16 years of age are not permitted to use the Fitness Center (Weight Rooms, Cardio Deck).

## 3.4 Payment

Memberships may be purchased with cash, check, MasterCard, Visa, American Express, and Discover. All memberships and renewals are to be purchased at the Student Accounts office at Marshall Student Center located on GSW campus.



### **3.5 Cancellation/Refunds**

Memberships are not eligible for a refund.

### **3.6 Member Guest Policy**

The primary purpose for guest passes is to accommodate guests of Fit/Well members who wish to participate in facilities and programs.

- Guests under 16 years of age are not allowed in the Fitness Center.
- Guests over the age of 16 must show a government issued photo ID with address and proof of age.
- Guests are required to pay a per-day guest fee at the stated rate.
- Members may bring up to 2 guests per visit.
- Guest passes may be purchased at the Fitness Center front desk or at Student Accounts.
- Guests must sign a liability waiver form. Minors must have a parent or guardian sign the waiver on their behalf.
- Fit/Well reserves the rights to approve or deny any guest pass transaction.
- Members must check in and remain present while the guest is utilizing the facility.
- Members are responsible for the actions of their guests. If a guest does not adhere to Fit/Well policies, the member and guest may be asked to leave.
- The member sponsoring the guest will have their membership verified before being allowed to purchase a guest pass.
- The member sponsoring the guest will be responsible for checking out any equipment and be held responsible for damages to equipment and/or facility caused by his/her guest(s).
- Guest passes are for facility access and regularly scheduled, no-cost programming taking place in the facility.
- Guest passes are valid for the date of purchase only.
- Re-entry is permitted on the date of purchase only when accompanied by the sponsoring Fit/Well member and with the guest pass receipt.
- A guest cannot host another guest.
- A guest is subject to specific program eligibility requirements where applicable.
- Current Georgia Southwestern State University faculty and staff may access the facility with their GSW ID. Faculty/staff non-members are not eligible to bring a guest.
- Please see Sections 2.3 and 2.4 for spectator and visitor policies.

### **3.7 Emergency Action Procedure**

During all emergency situations, it is expected that members follow the direction of Fit/Well staff. In the event an emergency situation calls for sudden evacuation from the facility, please exit through the nearest emergency exit door. Fit/Well follows the established campus Emergency Response Plan:

<https://www.gsw.edu/campus-life/campusliving/publicsafety>

## Section 4: Facility Reservations

Georgia Southwestern State University registered student organizations and departments and community organizations may request to reserve space in the Fit/Well facilities by submitting a reservation request using the University's scheduling email: [reserve@gsw.edu](mailto:reserve@gsw.edu).

### 4.1 Reservation Process

The GSW Facility Management Team has given priority to reservation requests for the following populations in the given order:

1. GSW Departmental Programs and Events
2. Student Affairs and Enrollment Management (SAEM) Programs and Events
3. Recognized Student Organizations (Determined by the Office of Student Activities)
4. University Departments
5. Community groups

As a Fit/Well Team, we will classify events into one of four tiers listed below. To best accommodate groups and provide a quality experience, groups are asked to read the classifications prior to submitting a reservation.

### 4.2 Event Classification Tiers

Tier 1: Less than 50 attendees

Typically, a meeting for an organization or group in one of our existing meeting spaces.

These require no special setup and minimal A/V needs.

\*Requests should be submitted at least two weeks prior to the event.

Tier 2: 50 to 100 attendees

A non-meeting event that may require minimal equipment setup and no additional special event staff.

\*Requests should be submitted at least three weeks prior to the event.

Tier 3: 100 to 500 attendees

Typically, large events that may be using multiple spaces, which require meetings with the Facility Coordinator. These events involve significant setup, additional staffing and special equipment needs.

\*Requests should be submitted at least one month prior to the event.

\*Please be aware that depending on the size and scope of the event, Public Safety and/or Custodial Support Services may be required to staff the event at the expense of the reserving organization.

Tier 4: At least 500 attendees

These events require significant planning beyond tier 3 including multiple meetings with the GSW professional staff and coordination with external groups. Typically, very large events involve multiple spaces inside or outside Fit/Well, impact the normal daily programs and operations and are open to the community.

\*Request of this nature should be submitted at least two months prior to the event.

\*Please be aware that events in this tier will require Public Safety and Custodial Support Services and is at the expense of the reserving organization.

The GSW Fit/Well Team reserves the right to re-prioritize or cancel events at any time. Scheduling the Fit/Well Facilities, including all GSW activities academic classes and university athletic events, will take place prior to the start of the academic year and each semester. After the semester schedule has

been set, additional scheduling of space will be assigned on a first come, first serve basis while using the above priorities.

### **4.3 Reservation Policies and Procedures**

The GSW Fit/Well Team is committed to providing the necessary support to ensure a successful and rewarding event. Our facility professionals will guide and assist each group in the preparation, supervision and coordination of the event. In order to provide the best possible support, we ask each group to abide by these guidelines:

- A Facility Reservation Request Form must be submitted to the Facility Coordinator for Reservations & Special Events through the GSW website (<https://www.gsw.edu/Campus-Life/StudentActivities/Reservations>).
- A meeting may be required with the Fit/Well Team prior to the event to discuss details.
- All necessary documents and forms must be completed and submitted with appropriate signatures 10 working days prior to the event. For larger events with estimated attendance to be over 100, all necessary documents and forms must be completed and submitted with appropriate signatures at least one month in advance. GSW Public Safety may need to be notified of such an event.
- Limited equipment is available for check-out for student groups and must be requested with the reservation.
- A GSW Fit/Well Staff member will be on duty during all reserved events unless otherwise specified.
- Reservations for meeting space will only be made during normal operating hours. Space may only be occupied for the time reserved. Space utilization beyond designated hours must be authorized by the Fit/Well Team and may result in the assessment of charges.
- Unauthorized possession or consumption of alcoholic beverages is prohibited on University premises without permission from the President. All catered food and beverages served at events must be provided by the University Catering Services. Exemptions to this policy will only be permitted if permission is granted from the Director of University Catering.
- Events which have not been approved by GSW Fit/Well cannot be advertised until approval is granted. Advertisements are deemed fliers, social media and any other mediums which can be used to promote an event. Failure to do so will lead to the immediate disapproval of the reservations.
- All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside.
- Any event that is postponed for a future date must re-submit a Facility Reservation Request Form.
- Registered student organizations are allowed to reserve four hours per week, per semester for reoccurring practices, unless special permission is granted.
- Groups cannot swap times without notifying the Fit/Well Team.

### **4.4 Reoccurring Reservations**

- After two no shows for a reoccurring reservation, the remaining reservations are cancelled.
- If a group does not need to meet, but has an existing reservation, a representative must call the Fit/Well Front Desk and speak to a Fitness Supervisor at least four hours prior to the reservation.
- Leaving the space clean and orderly is the responsibility of the reserving group.
- Groups who disrespect facility space will lose their reservation privileges.
- All standard Fit/Well policies and procedures are expected to be followed.

## **Section 5: Policies, Rules, and Regulations**

### **5.1 General Rules**

- Appropriate clothing and non-marking footwear must be worn at all times. Indoor activities: clothing must completely cover the torso and shorts must meet the fingertips. Tank tops are permitted as long as they cover the midsection. Athletic attire is the only acceptable form of attire for activity. Spectators are not bound by this policy.
- Food is not permitted past the access control point. Beverages not in a sealable container are not permitted beyond the access control point. Glass is strictly prohibited. All containers are subject to substance check at any time by Fit/Well staff.
- Chewing gum is NOT permitted in the Fit/Well facilities.
- Photographing and/or videotaping participants in an inappropriate manner are not permitted.
- Bicycles, skateboards, and inline skates are not permitted for use inside the Fit/Well facility.
- 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 not permitted.
- Trashcans are provided in all areas.
- All personal belongings may be secured in a day use locker in the locker rooms or stored in one of the cubbies located throughout the facility. Fit/Well recommends leaving all valuables at home.
- GSW Fit/Well is not responsible for any personal items that are lost or stolen.
- Staff members are not to hold equipment, valuables, or bags for participants.
- Personal radios/MP3 players/iPods are only allowed with the use of headphones.
- A closing announcement will be made approximately 15 minutes prior to closing. All participants are expected to finish their activity, re-rack all weight equipment, return any checked out equipment, and exit the facility by closing time.
- The Fit/Well Facility may not be used for private or commercial purposes unless such activity has been approved by Fit/Well. Examples of prohibited activities include, but are not limited to: personal training, private instruction, sales, etc.
- Areas within the Fit/Well facility and its equipment shall be used for their intended purposes.
- It is requested that members report any concerns about the facility and/or equipment to Fit/Well staff as soon as possible.
- Violations of these rules may result in loss of privileges and/or disciplinary action.

### **5.2 Accidents/Injuries**

We are dedicated to providing all members and guests with a safe environment, but if an accident/incident should occur, please contact the nearest Fit/Well staff member. Your assistance in promoting safety is greatly appreciated.

### **5.3 ADA Statement**

Individuals with disabilities are encouraged to attend all GSW Fit/Well sponsored events and utilize Fit/Well facilities. If you are a person with a disability who requires an accommodation during your visit, please visit the Front Desk and a Fit/Well staff member will assist you. To request assistance in advance of your visit, please call Fit/Well at (229) 931-2111.

### **5.4 Alcohol, Drugs, and Tobacco**

The facility is a substance-free facility. Users agree to take reasonable precautions to prevent the possession or use of alcoholic beverages; illegal drugs and tobacco products in the Fit/Well facilities and

other GSW sponsored events. See the Georgia Southwestern University Student Conduct Code: <https://www.gsw.edu/campus-life/campusservices/judicialaffairs/alcoholeducation>

## 5.5 Animals

Only service animals are permitted in the Fit/Well facilities. The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities on the Georgia Southwestern campus. The ADA defines service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability.

## 5.6 Attire and Footwear

Fit/Well staff reserve the right to determine the acceptability of all exercise attire and any decision concerning appropriate clothing will be final. Failure to dress properly will result in denial of use of the facility and/or participation in Fit/Well programming. Clothing with vulgar language, designs, pictures or poses a danger to self or others is not acceptable.

Appropriate attire is required at all times.

- Sandals and open toed shoes are not permitted in any activity area throughout the Fit/Well area, with the exception of the pool and common areas. Shoes that mark floors, have open toes or open-heels, and turf shoes are prohibited on courts and exercise areas. Vibrams or five finger shoes are allowed in all areas of the Fit/Well facility except.
- Shoes, shirts, shorts and/or pants must be worn at all times.
- Jeans, zippered, metal riveted shorts or pants are prohibited due to the risk of ripping equipment upholstery and pose a risk of injury.
- Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate support and undergarments are required at all times.
- Plastic sweat suits are not allowed.
- Jewelry (items of personal adornment, such as: rings, bracelets, earrings, necklaces, watches) that may cause injury or damage equipment is prohibited.

## 5.7 Cell Phones

Use of cell phones is not permitted in locker rooms. Furthermore, use of cell phones other than for music use, is prohibited in activity areas while actively participating.

## 5.8 Damages

Participants utilizing facilities and/or equipment assume responsibility for any damage outside of normal wear and tear, or for damages that occur as a result of disorderly conduct, or as a result of using equipment for purposes other than its intended use. Compensation for damage of facilities or equipment may be imposed. See the Georgia Southwestern State University Student Conduct Code

[https://www.gsw.edu/campus-life/campusservices/judicialaffairs/codeofconduct#DAMAGE\\_TO\\_PROPERTY](https://www.gsw.edu/campus-life/campusservices/judicialaffairs/codeofconduct#DAMAGE_TO_PROPERTY)

## 5.9 Ejection

Any user that is non-compliant with any University or GSW Fit/Well policy is subject to ejection. When an individual is ejected from the facility for any reason, that individual is suspended from all Fit/Well facilities and programs until they have met with the respective Fit/Well Program Director, or their designee to have their ejection adjudicated.

## 5.10 Equipment Checkout

- Members may check out equipment free of charge with proper ID at the Front Desk or designated location.
- The checkout equipment is for use in the facility during regular hours of operation. Equipment should be returned to the Front Desk or location of checkout before leaving the facility or area.
- Equipment checkout items are for indoor use only, unless specified for outdoor use (i.e. sand volleyballs, outdoor basketballs, etc.)
- Members checking out equipment are responsible for the item(s). If the equipment is lost, damaged or not returned, then the individual who checked it out is responsible for the costs of replacement. If equipment is not returned, or if equipment is damaged and associated replacement fees are not paid, member privileges will be suspended until equipment is returned/replaced. Further disciplinary action may be taken through the Dean of Students Office.

## 5.11 Lost and Found

- Found items should be turned in at the Front Desk.
- Inquiries regarding lost items should be made at the Front Desk.
- Lost GSW ID cards are returned to the Student ID Center after 7 days.
- Items not claimed within 7 days will be given to a charity or turned into University Police depending upon level of value (i.e. clothes & shoes, versus phones & wallets).
- Staff members are not permitted to hold valuables.
- Fit/Well is not responsible for lost or stolen belongings.

## 5.12 Solicitation

Solicitation shall not be conducted in or around Fit/Well Facilities on the campus of Georgia Southwestern State University except by employees of the University acting in the scope of their agency or employment; or registered student organizations, in accordance with University policy.

# Section 6: Indoor Recreation: Area Specific Policies

*\*All General Policies apply, except where specified.*

## 6.1 Fitness Center/Functional Fitness Area

- **Participants are not allowed in the Fitness Center or Functional Fitness Room unless a Fit/Well staff member is on duty.**
- All individuals exercise at their own risk. We recommend seeing one of the Fitness Supervisors if you have questions regarding use of equipment.
- All users of the weight room must be at least 16 years of age.
- Workout towels are recommended.
- Discontinue exercising immediately and notify staff if you feel pain, discomfort, or dizziness.
- Proper athletic attire is required.
- No open toe or open heeled shoes.
- No jeans, cargo shorts, pants or clothing with zippers.
- No mesh tops.
- No weight lifting suits or “plastics” (perspiration garments).
- Shorts must cover the buttocks and groin.
- Appropriate support and undergarments are required.
- Navel and/to chest area must be covered.
- **Fitness Supervisors’ decisions concerning appropriate clothing will be final.**

- Please clean equipment after use.
- All personal items must be stored in the provided cubicles and/or lockers [downstairs].
- Immediately report any weight room injury to the Fitness Supervisor.
- Please report facility or equipment irregularity to the Fitness Supervisor.
- Removal or transport of equipment is prohibited.
- Please do not place hands, feet or anything against the mirrors.
- No loitering. People socializing in groups that congest the area will be asked to disperse or leave.
- Use of offensive language will not be permitted.
- No outside personal training is permitted.
- When crowded, do not occupy a select weight station for more than 10 minutes.
- Belts are not allowed (with the exception of weight belts). Weight belts can be checked out at the Front desk.
- Please do not drop or throw free weights. Slamming of the weights will not be tolerated.
- Spotters are required on all press stations.
- Collars are required on all free weight bars.
- Return equipment and weights to their proper location; do not place free weights near or against mirrors.
- Fitness equipment shall not leave the fitness center area.
- Limit your time to 30 minutes on all cardiovascular equipment during peak hours (4pm-9pm).

## 6.2 Racquetball Courts

- Only non-marking balls and shoes are allowed.
- Metal and wooden racquets must have a protective bumper and wrist ropes/straps.
- Protective eyewear is required. The protective eyewear must be worn as designed and may not be altered. Players who require corrective eyewear also must wear protective eyewear over their corrective lenses.
- If any player is found not properly wearing eye protection, he/she will be given one verbal warning. Subsequent violations may result in suspension from the Fitness/Wellness program.
- All personal items must be stored in the provided court storage box, cubicles, benches, and/or lockers. Items may not be on the floor inside the court.
- The wallyball nets can only be set up and taken down by Intramural staff.
- No more than eight people can be on a court playing wallyball at a time.

## 6.3 Intramural Gym

- Hanging on the rims is not permitted.
- Shooting on half-court, while a full-court game is in play, is prohibited.
- Deliberate abuse of the walls, doors, ceilings, equipment, etc. is not permitted.
- Jewelry and hats are not permitted. This includes but is not limited to necklaces, rings, bracelets, wristbands, watches, earrings/studs and other piercings.
- Contact the Front Desk for assistance with equipment; disassembling or moving equipment is not permitted.
- Volleyball and badminton nets and standards will be set up and taken down by Intramural staff.
- Open recreation basketball and volleyball have court priority, with the exception of events scheduled by Intramurals.

## 6.4 Group Fitness Studio

- Workout towels are recommended.
- Report any injuries or equipment problems to the instructor.
- Personal hand weights are not allowed. Hand weights are provided for appropriate classes, and may only be used at the direction of the Instructor. (No dropping equipment.)
- **Please do not touch or lean on the mirrors.**
- All Group Fitness equipment is to remain in the Group Fitness Studio and stored properly.
- Please clean equipment before leaving class.
- Only Fit/Well and Academics staff is allowed to use the stereo. No organizational use will be allowed.
- All personal items must be stored in the provided cubicles and/or lockers.
- Fit/Well is not responsible for lost or stolen items.
- Silence all cell phones.
- Plan to complete entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class ejection or suspension.
- Arrive at least 5 minutes prior to class to receive directions from the instructor. For participant's safety, Group Fitness Classes will be closed 10 minutes after the session begins. No late entry will be permitted.
- For Cycling: A water bottle is REQUIRED to participate in this class. No exceptions.
  - All first time riders should let the Instructor know so the appropriate bike set-up can be determined. Please arrive at least 5 minutes early to do the bike set-up.
  - Please wipe down the bike, including your seat and hand rails when you are finished.
  - Cleaning wipes are provided inside the Group Fitness Studio.
  - Personal headphones/ear buds are not permitted during class.
  - Proper athletic shoes are required. 5 finger shoes, or fashion sneakers will not be permitted. The Instructor will have the final say regarding safe footwear.

## 6.5 Deriso Pool (Indoor & Outdoor Area)

- Swimming is only permitted when lifeguards are on duty. Unattended solo bathing is prohibited.
- Please shower before entering the pool.
- Appropriate swim wear required. Cut-offs are not permitted.
- Hanging on lane ropes or rails is prohibited.
- During peak hours, pool patrons must share lanes & circle swim.
- Use of rafts, tubes, and other flotation devices permitted at the lifeguard's discretion.
- Individuals with open sores, skin rashes, infectious diseases, or discharges will not be permitted to enter the pool.
- Children shall not use pool without an adult in attendance.
- Horseplay & inappropriate displays of public affection are not permitted.
- Children not toilet trained must wear snug fitting plastic pants or a water resistant swim diaper.
- Glass articles are prohibited in or around pool. Food, drink or wrappers shall not be permitted within 10 feet of pool or whirlpool. Only water bottles with screw on caps allowed.
- Running or rough play is not allowed.
- Use of the pool is not permitted while under the influence of alcohol, narcotics, or other drugs.
- Spitting, spouting of water or blowing nose in pool is not permitted.
- The pool shall not be operated during severe weather conditions.
- Please follow lifeguard and facility staff directions at all times.