

# CIU Fitness Center: Policies and Procedures 2007-2008

## 1.Usage

### 1.1 *CIU Community*

#### 1.1.1 **CIU Students**

##### 1.1.1.1 **Full Time Students**

All students paying a student activity fee shall have full, open access to the fitness center *during the semester(s) for which they have paid their activity fee*, except in the case of special events in which the facility is closed in part or in whole to *event* non-participants. Additionally, full time students who have paid an activity fee for two semesters in an academic year shall have full, open access until the conclusion of the academic year, except in the case of special events in which the facility is closed in part or in whole to event non-participants. Each membership will include six (6) complimentary guest passes per semester. Guest passes after this will cost \$5 per guest per visit.

##### 1.1.1.2 **All other students**

Part-time, Summer, Winter, AIM, and doctoral students, as well as those attending conferences, and all other students who have not paid an activity fee shall be required to pay *one* of the following:

- 1) a weekly fee of \$5;
- 2) a semester fee of \$20;
- 3) a yearly fee of \$45.

Each paying student will have access to the fitness center as detailed in 1.1.1.1.

#### 1.1.2 **Student Families**

##### 1.1.2.1 **Spouses**

Spouses of students who have paid membership dues may use the fitness center as detailed in 1.1.1.1. When not accompanied by a student, spouses should limit their access to times of low usage (typically mornings) and organized exercise classes. *Parents participating in an organized class should make adequate provision for child care away from the fitness center as there are no facilities for childcare in the fitness center.*

### **1.1.2.2 Dependants**

Children/dependants who are under the age of 18 and whose parents are members may use the fitness center freely, but must be accompanied by an adult member at all times. *Unaccompanied dependants pose a potential liability risk and therefore your cooperation is appreciated and expected. Repeated problems in this area will be brought to the attention of Student Life and may result in the revocation of membership. Children/dependants over the age of 18 are considered adults and will be treated as visitors.*

## **1.1.3 CIU Higher Ed, Ben Lippen, Corporate, and Broadcasting Faculty and Staff (including Board of Trustees)**

### **1.1.3.1 CIU Higher Ed, Ben Lippen, Corporate, and Broadcasting Faculty and Staff (including Board of Trustees)**

All CIU faculty and staff may purchase memberships at the rate of \$20 per trimester, or \$45 per year which shall result in the terms of memberships as detailed in 1.1.1.1.

### **1.1.3.2 Spouses**

Spouses of member CIU faculty and staff may use the fitness center as detailed in 1.1.2.1.

### **1.1.3.3 Dependants**

Dependants of member CIU faculty and staff may use the fitness center as detailed in 1.1.2.2

## **1.1.4 CIU Higher Ed Alumni**

### **1.1.4.1 CIU Higher Ed Alumni**

All CIU Higher Ed alumni may purchase a fitness center membership at the rate of \$30 per trimester, or \$75 per year resulting in membership as detailed in 1.1.1.1.

### **1.1.4.2 Alumni spouses**

All spouses of member alumni may use the fitness center as detailed in 1.1.2.1.

### **1.1.4.3 Alumni dependants**

All dependants of member alumni may use the fitness center as detailed in 1.1.2.2.

## 1.1.5 Ben Lippen Students

### 1.1.5.1 Ben Lippen students

#### *1.1.5.1.1 Ben Lippen Commuter students*

Ben Lippen *commuter* students are not permitted access to the fitness center unless they are the dependant of a CIU student, faculty, staff or alumni. In these cases they should adhere to the guidelines in 1.1.2.2.

Ben Lippen *commuter* students may use the fitness center as part of an organized function sponsored by Ben Lippen with the permission of the CIU Athletic Director. Ben Lippen students that are part of an organized function using the fitness center should remain with their group at all times. Those that do not will be asked to leave the facility and return to Ben Lippen.

#### *1.1.5.1.2 Ben Lippen Resident Students*

Ben Lippen resident students may purchase a fitness center membership at the rate of \$45 per year. Ben Lippen memberships are detailed in 1.1.1.1. with the following exceptions:

- 1) When using the fitness center, member Ben Lippen students *must be accompanied by an adult at all times.*
- 2) Ben Lippen member students should *not* bring guests.

## 1.1.6 Community Guests

Members of the local CIU community (Ben Lippen parents, neighbors surrounding the CIU campus, local church members and groups, etc.) are welcome to use the fitness center at the invitation of a current member. Guests should be accompanied at all times.

Guests may also be participants in special events at the fitness center reserved by members of the CIU community or the community at large. Please see the Renting/Reserving section that follows in this manual.

## 2. Hours of Operation

### *2.1 Fall/Spring Semesters*

\*on days marked with an asterisk, we will close from 10:30 a.m. until noon for chapel attendance.

**2.1.1 Weekdays (M-Th): 6:00 a.m. until 11:00 p.m.\***

**2.1.2 Fridays: 6:00 a.m. until 1:00 a.m.\***

**2.1.3 Saturdays: 9:00 a.m. until 11:00 p.m.**

**2.1.4 Sundays: Closed**

## ***2.2 Summer and breaks***

**2.2.1 Weekdays: 6:30 a.m. until 1:30 p.m.;**

**5:00 p.m. until 10:30 p.m.**

**2.2.2 Saturdays: 6:00 p.m. until 11:00 p.m.**

**2.2.3 Sundays: Closed**

## ***2.3 Trimester dates (for membership purchase/locker rentals)***

August 15<sup>th</sup>-January 15<sup>th</sup> (Fall)

January 15<sup>th</sup>-May 15<sup>th</sup> (Spring)

May 15<sup>th</sup>-August 15<sup>th</sup> (Summer)

## **3. Renting/Reserving the CIU Fitness Center**

Reservation Policy: The primary purpose of the CIU Fitness Center is the regular usage of the CIU community for athletic/fitness activity; not a community event center. Therefore, members may only reserve the fitness center for official CIU events that primarily serve the CIU community.

### ***3.1 Exercise Classes***

Groups may reserve the aerobics room for private classes. The leader of the group must be approved by the CIU athletic director, and all instructor fees are to be arranged privately between the class members and the instructor.

### ***3.2 Special Events***

Any member of the fitness center may make a request to reserve the facility. To do so, a completed reservation form must be turned in at least two weeks prior to the event. The athletic director reserves the right to deny any request. If an event falls within normal operating hours, and requires no extra staff or clean up, then there will be no fee. If an event occurs outside of operating hours and requires extra staffing, there will be a fee of \$15 per hour.

### ***3.3 Outside Parties***

Any group or outside party who wish to reserve the fitness center should meet with Lee Tumey regarding availability and cost. Requests of this nature are lowest priority (see section 4 below) and will not typically be granted during fall/spring semester terms. These requests will include reservation and staffing fees.

### **3.4 Lockers**

Members may rent lockers at a rate of \$20 for a small and \$ 30 for a large, per trimester. They are available on a first-come-first-served basis.

## **4. Priority of Use**

The following will serve to provide a priority of use should there be scheduling conflicts arising from the interests of different groups. The CIU Athletic Director reserves the right to make exceptions should one group have frequent access to the fitness center. The CIU Athletic Director will also reserve the right to limit use by a certain group (or groups) should that use significantly detract from the open access atmosphere that is desired.

1. CIU intercollegiate athletic games and practices (once established)
2. CIU intramural athletic events
3. CIU special events
  - a) Corporate Events
  - b) Student organization functions
  - c) Special activities as part of a CIU course
  - d) Alumni activities
  - e) Other CIU related special events
4. Exercise classes
5. Reservations by Ben Lippen/Ben Lippen sponsored activities.
6. Outside Reservations

## **5. Rules/Expectations/FAQ's**

The following are clarifications and/or answers to common procedural questions, not an exhaustive list. If you have a question not covered here, please ask fitness center personnel. Members are responsible for the information provided in this document.

Q. What type of apparel may I wear?

R. Anything that conforms to the standards laid out in the handbook for athletic apparel is acceptable; however, proper footwear is required when working out. No sandals in the weight rooms, and only non-marking sneakers on the gym floors please (not sandals, barefoot, clogs, snowshoes, socks or ice skates—just non-marking sneakers, please).

Q. May I bring in food and drink?

R. Only in the carpeted lobby area—and you should clean up after yourself. Sealed bottles are the only food or drink permitted in the workout rooms or gym floor areas.

Q. When should I avoid working out for medical reasons?

R. Fitness center staff are not qualified to answer this question. Certainly any time that your doctor tells you not to work out or any time you feel uncomfortable you shouldn't. Additionally, if you are sick or feel sick, common courtesy and basic hygiene would dictate that you don't use the fitness center until you are well.

Q. Is first aid available?

R. Yes. The fitness center staff is trained in CPR/AED as well as basic first aid. Medical supplies are available at the control desk. The AEDs are located in the grey cabinet by the control desk in on a wall mount at the base of the steps into the gym.

Q. Will there be classes and/or personal trainers?

R. Yes, instructors and trainers will be approved by the athletic department. They will then post their availability at the help desk. All finances are to be private matters between the class and the instructor/trainer. The fitness center staff facilitates the arrangement, but trainers are not on our staff and we are not currently involved financially in any way.

Q. May I bring my children?

R. Yes. We hope that you do. Children under the age of 18 are welcome, but they must be accompanied at all times. This means that if your child is watching TV, you are watching with them. If you are working out, your child is working out with you. Issues arising from unsupervised children will be referred to the Student Life Office.

Q. What about children 18 and older?

R. For our purposes, children 18 and older are considered adults. They may come in as guests, or, if they meet membership criteria (student, fac/staff, alum), they may purchase their own memberships, but they may not use their parents' memberships.

Q. How should I use the machines?

R. When finished working out, please use one of the provided anti-bacterial wipes and wipe down any sweat. Also please return any weight equipment to its storage area. When usage is high, there is a 20 minute limit on bikes, treadmills, and elliptical walkers. If you ever have a question on how to use a machine, or if a machine is not working properly, please contact fitness center staff.

Q. May I use the fitness center when it is closed?

R. No.

Q. Will the fitness center be open on holidays/breaks?

R. No. When CIU is open the fitness center will open. When school closes, the fitness center will close.

Final Admonition: Please be respectful and courteous. When staff enforce rules, they are doing their job; and when administrators make rules, they do so for definite reasons. It took 80 years to get this facility, and we are laboring to provide it to a broad community with minimal cost. Constructive criticism is welcome, constructive actions are more welcome.

## **Contact Information**

Front desk: 803 807 5248

Email: DVance@ciu.edu

Athletic Director's desk: 803 807 5250

Website: <http://www.ciu.edu/college/studentlife/athletics>