



General Use Policies, Terms & Conditions

Introduction

Welcome to YOUR SAC Fitness Center! The Department of Recreation & Wellness (DRW) is proud to oversee the management and operation of the SAC Fitness Center. The DRW provides recreation activities and wellness services to the students and employees of Clayton State University. The department aspires to facilitate the physical, social, emotional, and intellectual development of those who participate in the recreation and wellness activities and to provide an environment that is fun, relaxing and supportive of beneficial lifestyle practices.

The philosophy of the facility management and staff is that the needs of the students and patrons shall always be the first consideration and that both the professional and student staff will maintain the highest standards. We are committed to conducting ongoing evaluation of the facility and programs in order to ensure that the members and guests receive the highest quality in programs and services.

Memberships

Information on the various membership plans is available at the SAC Reception Desk and on the Fitness Center web page under "Membership Information". Currently enrolled Clayton State University students have automatic membership through their student activity fee. Faculty, staff, and Clayton State University graduates (alumni)* may join for a fee payable on a monthly, semester or annual basis. All members must present a valid Clayton State University Laker card, Fitness Center card, or issued guest pass in order to use the facilities. These policies are in place for your safety and the safety of all the students at Clayton State University. Each member must sign the required fitness center forms and return them to the reception desk.

* Alumni – rules and conditions apply. Please see the Alumni Membership for details.

Your membership also includes traditional group exercise classes. These classes are available on a first come, first served basis and will be limited by available space. The schedule is available at the front desk and on the Fitness Center web site. The schedule of classes is subject to change without notice. We reserve the right to charge for any and all group exercise classes in the future should budgetary circumstances require it.

General Use Policy

All members must complete the required paperwork in order to have access to the facility. Once this is completed, permission to access the facility will be activated on your Laker Card or Fitness Center Membership Card. Members may request a **free** equipment orientation by appointment. No person under the age of 16 is permitted to use the exercise equipment in the Clayton State University Fitness Center.

A physical examination conducted by a licensed medical profession and medical clearance is strongly recommended prior to beginning an exercise program. Please see "Health Screening" listed further down in this document.



Forms

All members **MUST** complete the following forms prior to using any part of the fitness facility. These forms may be completed on line at: <https://apps.clayton.edu/surveys/1>. This includes:

1. Biographical, Data Information Sheet & Emergency Contact information
2. Privacy Form
3. PAR-Q Form (Physical Activity Readiness Questionnaire)
4. Assumption of Risk, Release, Waiver of Liability, and Covenant Not to Sue
5. Fitness Center Rules

GUEST POLICY (REVISED MAY 1, 2013)

GENERAL:

1. Members may purchase a 10-Visit Punch-Card Pass (PCP) which may be used to bring guests to the Fitness Center.
2. The cost for the 10-Visit Punch-Card Pass is \$75.00 and expires one year from the date of purchase.
3. SAC Fitness Center members may host ONE non-member per day.
4. The individual Fitness Center Member is the only person permitted to bring a guest using the Punch-Card Pass.
5. Sharing of the Punch-Card Pass is prohibited.
6. A "punch" is not a day pass and no re-entry will be permitted at a later time during the day unless another punch is used.
7. The minimum age requirement for a guest is 16.
8. Members will be held accountable for the conduct and / or damages as a result of the sponsored guests. Any misconduct may result in the student member being reported to the Office of Community Standards for possible disciplinary sanctions.
9. A "punch" or 10-Visit Punch-Card Pass may be voided with any violation to the Fitness Center rules and/or guest policies.
10. The Department of Recreation & Wellness reserves the right to revoke the purchase of a Punch-Card Pass at any time at their discretion.

THE MEMBER:

1. May purchase a 10-Visit Punch-Card Pass at the SAC Fitness Center desk Monday–Friday between the hours of 8 am-5 pm.
2. Must ensure that their membership is current before being permitted to purchase and/or use a 10-Visit Punch-Card Pass.
3. Must be present with their guest for the duration of the visit in the Fitness Center. A guest is not permitted entry, or permitted to use the Fitness Center without the member also being present.
4. Understands that failure to abide by the stipulations of the Punch-Card Pass will result in its revocation without a refund.

GUESTS MUST:

1. Be a minimum of 16 years of age.
2. Obey all Fitness Center and SAC rules.
3. Complete a liability release form prior to entering the Fitness Center.
4. Present a photo ID (i.e. Driver's License) to the SAC Fitness Center desk.

GUESTS MAY NOT:

1. Enter or use the Fitness Center without the member also being present.
2. A guest may not host another guest.
3. Guests are not permitted to check out equipment, make court reservations or participate in organized Recreational Sports Programs. Participation in group exercise classes is permitted on a space available basis. Students and paying members have first priority.

LOSS OF MEMBERSHIP PRIVILEGES

A membership may be revoked for a variety of reasons. Clayton State University reserves the right to change or update this list as needed. The following is not an all inclusive list.

1. Failure to follow recreation center policies including poor conduct / behavior issues.
2. Failure to follow instructions of the SAC staff including student employees.
3. Entering / Exiting the SAC Fitness Center from a restricted entrance.
4. Using another individual's ID card to enter facility or giving your ID to someone else to use.
5. Propping doors open using yourself or use of a foreign object.

Failure to comply with policies may result in loss of privileges without reimbursement or waiver of the fee paid. Admission to the SAC Fitness Center is a privilege, not a right, and Clayton State University reserves the right to remove and / or ban members and guests from the Fitness Center and / or the Student Activity Center if, in the University's sole discretion, such members or guests are disruptive or believed to have violated University policies.

The Front Desk Staff have the authority to enforce all of the policies for the Student Activity Center and the University while you are in the Student Activity Center. Failure to listen to him/her or adhere to what he/she says will result in you being asked to leave the facility, may result in Public Safety being contacted, and may follow with the filing of charges with the University's Office of Community Standards.

Fitness Center Amenities

- Two gymnasium courts areas for basketball, volleyball, and badminton
- Strength Training area with a full line of Cybex strength machines and free weights
- Cardio area with a full line of Cybex cardio equipment (treadmills, elliptical machines, arc trainers, bikes, rowers, stair climbers, and a versa climber)
- One Large & One Small Group Exercise Studio
- Locker rooms with showers and wardrobe lockers. Day use only. Bring a lock.
- Locker rentals available

Important Notices

- **Surveillance Notice** - The Student Activities Center and the Fitness Center is under close video surveillance. No security cameras are located in the locker rooms.



- **Photography Notice** - The users of the Fitness Center acknowledge and understand that in some instances, professional photos will be taken of the facility as a part of general marketing which may result in you being in the photo. These photos may be used in professional publications or be placed on the web by the Department of Recreation & Wellness program promotions (including ACISports) and / or for Clayton State University, i.e.) Student Media.

Important Phone Numbers

- Fitness Center Information Counter: (678) 466-4971
- Administrative Coordinator (general questions): (678) 466-4976
- Fitness Center Fax: (678) 466-4977
- Fitness Testing & Personal Training: (678) 466-4975
- Intramural & Club Sports: (678) 466-4973
- Outdoor Recreation: (678) 466-4972
- Group Exercise Classes: (678) 466-4975
- Membership Information: (678) 466-4976
- Fitness Facility Director: (678) 466-4974

Department of Recreation & Wellness Staff

Director – Cindy Lauer, MEd, LAT, ATC, ACSM-CPT

Assistant Director, Fitness & Wellness – Ms. Lisa Williamson, MEd

Assistant Director Intramural & Sport Clubs – Mr. Keegan Ashbee, MEd

Assistant Director, Outdoor Adventure – Mr. Nick Kilburg, MA

Coordinator Fitness Facility & Member Services – Brandon Marshall, BS

Fitness Center Hours of Operation

The hours are subject to change depending upon usage and funding. Please check the website for the most current information.

Regular Hours of Operation:

Monday-Thursday 6 am – 11 pm

Friday 6 am – 8 pm

Saturday & Sunday – Please check the website for the most current information

Semester Breaks, Finals Week, Summer Hours – The Hours Will Be Posted

Holiday Schedule

This facility will keep the same schedule as the University and will close for all major holidays. Please visit our web site at <http://www.clayton.edu/recwell/home> for the most up-to-date information concerning closures.

Fitness Center Tours

Tours for the University community are available, circumstances permitting, by notifying personnel in the administrative office of the Department of Recreation & Wellness. Groups may request a special tour by calling the office (678-466-4976) at least 24 hours prior to their visit.



Telephones

A public phone is located at the front reception desk in the lobby located on the ground floor. Emergency phones are also located in each locker room and have a direct line to campus police. **The direct line to the Department of Public Safety is 678-466-4050.**

Emergency Procedures

Fire - In the event of a fire or other emergency, alarms will sound throughout the facility. Fitness Center staff members or University personnel will provide users with evacuation instructions. Individuals with disabilities and / or those who may be injured should ask any individual they see to seek immediate assistance from a professional or student staff member. The administrative staff will be the last to exit the building.

Phones - In case of an emergency, phones are located at the front reception desk on the lower level and in the strength area; on the second level near the group exercise studios and by the main stair case; in each locker room on the first floor, and in the staff offices on the second floor.

Alarms & Extinguishers - Fire alarms and fire extinguishers are located conspicuously throughout the facility. Do not use the elevator in an emergency.

AEDs - Automatic External Defibrillators (AED) are located on each floor of the fitness center and are marked conspicuously.

Severe Weather - In the case of threatening weather including severe lightening, remain toward the interior of the fitness center and away from exterior windows. Cease using cardio equipment when severe lightening is present.

With extreme weather conditions involving heavy rain, wind, or hail, you are strongly advised to remain on the ground level of the facility (away from windows), in case there is an immediate need to seek shelter, i.e.) Tornado Warning. Please familiarize yourself with the following locations:

First Floor Shelters: Recommended shelters include the locker room area, laundry room, or the enclosed stairwell near the Fitness Center entrance.

Second Floor Shelters: Recommended shelters include the storage room behind the offices or the enclosed stairwell next to this same storage room.



Assumption of Risk, Waiver of Liability, and Indemnification Form

This form is a part of the membership packet that all individuals are required to sign in order to use the SAC Fitness Center. It is posted here for advance viewing.

ASSUMPTION OF INHERENT RISK

Many recreational activities, athletic programs, and exercise programs involve substantial risk of bodily injury, property damage, and other dangers associated with participation in such activities. The undersigned hereby intends to participate in an exercise, intramurals, club sports, and / or outdoor recreation programs and acknowledges that participation in these types of programs may involve inherent risks of physical injury, including, but not limited to, broken bones, strains, sprains, bruises, concussion, heat-related illnesses (hyperthermia), cold-related illness (hypothermia), abnormal heart beats, abnormal blood pressure, and in rare cases, head injury, paralysis, heart attack, stroke, and possibly death.

The undersigned acknowledges that neither the Board of Regents of the University System of Georgia nor its members institution Clayton State University (CSU) warrants or guarantees in any respect the competency, mental condition, or physical condition of any trip leader, vehicle driver, rescuers, co-participants, and others in any recreational, athletic, and / or exercise programs.

I have read and understand this Assumption of Risk. By signing this form, I accept and assume all risks, hazards, and dangers involved in any such activities in which I may elect to participate, including the training for, preparation for, and travel to and from the site of such activities. All participants in voluntary any recreational, athletic, and / or exercise programs will be required to sign this form.

WAIVER

The undersigned (for myself, my heirs, executors, administrators, and assigns) hereby agrees, for the sole consideration of the enrichment I expect to derive from the exercise, intramurals, club sports, and / or outdoor recreation program and for the consideration of the Department of Recreation & Wellness / SAC Fitness Center allowing my participation in the program to waive, release, hold harmless, covenant not to sue, and forever discharge the Department of Recreation & Wellness, Clayton State University, and the Board of Regents of the University System of Georgia, and their members individually, and their officers, agents from any and all present and future claims resulting from **ordinary negligence**, demands, rights, causes of action, judgments costs and expenses, or other liability of whatsoever kind or nature resulting from my participation in or growing out of or in any way connected with any of the aforementioned recreational activities either arising before, during and / or subsequent to becoming involved with the Department of Recreation & Wellness / SAC Fitness Center, including but not limited to any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, including death, damage to property, and the consequences.

Because of the nature of the program made available in the SAC Fitness Center and the equipment that is an integral part of many activities, there is an inherent risk of injury by any exercise activity. This results in a practical limitation being placed on the Department of Recreation & Wellness / SAC Fitness Center in its effort to prevent injuries to participants, whether actively participating in physical activity, utilizing the fitness or recreational equipment, receiving instruction in the use of the equipment, or receiving



instruction regarding a recreational event, or taking advantage of the various other facilities at CSU.

In consideration of the previously stated factors, the undersigned participant acknowledges the existence of inherent risks in connection with these activities, assumes such risks, and agrees to accept the responsibility of any injuries sustained by him/her in the course of his/her use of the facilities and/or the equipment. More specifically, the participant acknowledges and accepts risks in one or more of the following general areas:

1. The use of exercise / intramural sports / club sports / outdoor recreation equipment;
2. Possible injuries or medical disorders arising out of the participant's physical involvement at the facilities;
3. Accidents or injuries that occur within the facilities (e.g., in the locker rooms, in the dressing rooms, in the showers, in the restrooms, etc.) and outdoor venues (outdoor fields / recreation areas).

The participant further acknowledges the existence of and the need for certain rules and procedures concerning the use of equipment and facilities that are a part of the SAC Fitness Center and CSU and he/she agrees to abide by those rules.

I understand that the acceptance of this form by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees. **I understand that this document shall be effective during the entire period of my enrollment at CSU, employment at CSU, or paid membership to the Fitness Center.**

INDEMNIFICATION (COVENANT NOT TO SUE):

I agree to hold harmless, defend, and indemnify the Department of Recreation & Wellness, Clayton State University, and the Board of Regents of the University System of Georgia, and their members individually, and their officers, agents and employees. The undersigned (for myself, my heirs, executors, administrators, and assigns) hereby acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary recreational activities, athletic programs, and exercise programs and affirm that I have both accident and medical insurance coverage and / or that I accept complete responsibility for any and all medical expenses that I may incur through participation in recreational activities, athletic, and / or exercise programs.

ACKNOWLEDGEMENT:

Having read the preceding on both sides of this document, I knowingly acknowledge my understanding of these risks set forth herein and accept full responsibility for my own exposure to such risks or that of my minor child or ward. I know the nature of this activity and the demands of this activity relative to my physical condition and skill level, the potential impact of the types of injuries that may occur. I also understand that I am advised to consult with my physician before engaging in any vigorous physical activities. I hereby assert that my participation in this activity is voluntary and that I knowingly assume all of the inherent risk of the activity. I hereby certify that I am at least 18 years of age, or my parent or guardian has signed below, that I am suffering under no legal disabilities, and

that I, or my parent and/or guardian, have read this form carefully, understand it, and agree to be bound by its terms. I have asked a PROFESSIONAL STAFF member any and all questions that I have concerning this document and that my questions have been answered satisfactorily. I further understand that this document is valid for the entire duration of time that I am enrolled / employed at Clayton State University and /or have a paid membership to use the SAC Fitness Center and associated venues.

Health Screening

All individuals are strongly encouraged to have a physical exam from a licensed medical professional prior to beginning, or re-starting an exercise program. A physical exam is recommended on an annual basis.

Additionally, the American College of Sports Medicine recommendations and guidelines recommend a medical clearance for men over 45, women over 55 and individuals of any age who have two or more of the following risk factors:

- diagnosed hypertension,
- blood pressure of 140/90 or greater,
- total cholesterol greater than 200mg/dl or HDL of 35mg/dl or lower,
- smoke cigarettes,
- impaired fasting glucose,
- obesity,
- a family history of heart disease or a sedentary lifestyle.

Medical clearance is also strongly recommended for persons with cardiovascular, pulmonary or metabolic disease.

For your information and convenience, you may schedule an appointment to see a medical professional at the University Health Center and have him / her sign the release form. This option is limited to currently enrolled students and employees. While students do not pay a fee, a small health fee is charged to employees, which will cover unlimited office visits for the entire semester.

Reporting Injuries

Report all injuries regardless of how minor they may appear. A professional or student staff member will assist you by contacting Public Safety.

Open wounds are not allowed in the in the SAC Fitness Center and must be covered appropriately before using the exercise equipment. If you are bleeding prior to, or begin to bleed during, any activity, attempt to stop the bleeding by covering the wound and applying firm pressure. Next, proceed to the fitness assistant station or locate a member of the facility staff immediately so that the wound can be covered with a bandage prior to returning to the activity. Please notify a staff member if blood is on equipment or other facility surfaces.

For all other injures, notify the SAC Fitness Center staff for assistance. The University and its staff are not responsible for any injuries incurred as a result of using the equipment and / or the facilities.

Expenses - Participants / guests are financially responsible for all expenses related to injuries suffered and emergency care received, including medical care and transportation by ambulance. Medical insurance is strongly recommended for all participants.

Inclement Weather

Should a serious weather condition develop, i.e.) a tornado warning, while you are visiting the SAC Fitness Center, move to the lowest level of the facility, away from the windows and seek shelter in the locker room area. The staff will provide additional instructions. Your full cooperation is appreciated.

Regarding any winter weather, tune to WSB radio or go to www.clayton.edu for updates on weather-related university closings, or call (678) 466-4000.

SAC Fitness Center Entrances & Exits

Use the lobby entrance **ONLY** to enter the fitness facility. Use of any other exterior door is prohibited and will activate the alarm system. Failure to abide by this rule will result in a suspension of membership from the fitness facility. The second floor entrance is for the professional staff and for those with a disability.

Access to the SAC Fitness Center

- Access is gained on the ground level of the SAC near the reception desk. Present your Laker ID card to the receptionist. You may also be asked to sign in.
- Patrons who have special needs may request assistance from the front desk receptionist. A formal request may be made to the Director for an access card.
- Any Laker Card not belonging to the bearer will be confiscated and that person may face disciplinary action.
- The Fitness Center staff has the right to ask for additional identification at any time if necessary.
- Members may schedule an appointment for an orientation on the proper use the equipment or for a personal fitness assessment. Student assistance will be walking the fitness floor and are available to assist as needed.
- All members will sign the appropriate paperwork including a waiver of liability prior to using the SAC Fitness Center.
- Any unauthorized use of the SAC Fitness Center by any patron will be reported to the appropriate authority.

Elevators

An elevator is located off the lobby and is available for use by patrons with special needs. Please allow those with disabilities immediate access to the elevator.

General Fitness Center Policies

General Policies

- **Assumption of Risk** – Participants assume all risks associated with exercising in this the Clayton State University SAC Fitness Center. While the various areas of the facility are periodically monitored by student assistance, it is each person's responsibility to use common sense with the level of intensity and appropriateness of his/her workout.
- **Minimum Age** – Children under the age of 16 are not permitted in the SAC Fitness Center.
- **Facility & Equipment Orientation** – While it is not required to go through an equipment orientation, all members are strongly encouraged to take advantage of this service by scheduling an appointment and / or attending one of the scheduled sessions. Orientations are typically conducted by student assistants. For a reasonable fee and by appointment, the professional Fitness Center staff will conduct a personal fitness assessment, an individual exercise prescription, and / or personal training session.
- **T-Shirt Required** – A full length T-shirt with sleeves is required. Please see "Attire" listed further down in this document for full details about the dress code.
- **No Talking on Cell Phones** – Out of respect to fellow exercisers, talking on cell phone is prohibited except in cases of extreme emergency. We do not permit the talking on cell phone on the fitness floor(s). If you have an emergency and / or are expecting a call, please leave your phone on vibrate and move to the entry corridor of the facility if you receive a call. Do not remain in the main area and talk on the phone. All cell phone use is strictly prohibited in the locker rooms in order to insure that no photos are being taken of unsuspecting patrons.
- **No Cameras / No Video Recording (including camera phones)** – The use of any type of camera is strictly prohibiting in the locker rooms. This offense is punishable by law and will result in a suspension from the SAC Fitness Center. Therefore, refrain from using cell phones for any reason in the locker rooms. As well, the unauthorized use of cameras in the remaining areas of the SAC Fitness Center is prohibited. Please contact the Director of the Recreation & Wellness for permission in special circumstances, i.e.) tournament rentals.
- **No Food, Gum, or Tobacco** – No chewing gum, tobacco, or food allowed. Water is permitted if contained in a plastic sports bottle with a secured top.
- **Jewelry** – we strongly recommend that jewelry, which may cause injury or damage equipment, be removed. Participants will be asked to remove jewelry that presents a danger to oneself or others. No jewelry is permitted during intramurals or while playing basketball or other high contact activities.
- **No Spitting** – Do not spit on the floors, walls, or in the water fountains.
- **No Profanity** – No cussing or swearing is permitted. Failure to abide by this rule will result in your dismissal from the SAC Fitness Center.
- **Secure Belongings** – Store all personal belongings in a secured locker.

- **No Personal Training** – Only Personal Fitness Trainers employed by the Department of Recreation & Wellness are permitted. Personal Trainers or persons portraying himself/herself as a personal trainer, are NOT permitted in the SAC Fitness Center. The staff (including the student staff) reserve the right to intervene if it is perceived that personal training is occurring. This policy is in place to protect the department and the university from individuals misrepresenting themselves as employees of the SAC Fitness Center and to help protect unsuspecting patrons from individuals who are not qualified (educational background and / or credentials) to provide such services.
- **Max Time Limit for Equipment** – There is a 30-minute limit per individual for using cardiovascular equipment when others are waiting. Please see the SAC Fitness Center personnel if you need assistance.
- **Clean After Use** – Clean all equipment after using. Disinfecting solution and a towel is provided at each station; we ask that you demonstrate appropriate etiquette and clean the equipment seats, backs and hand grips after you are finished using it. This includes the mats in the group exercise studios and on the fitness floors.
- **Do Not Spray Liquids on Electronics** – To protect electronic circuitry, spray the solution on the rag on not directly on the equipment console.
- **Comments or Concerns** – All concerns and maintenance needs should be reported to the staff person on duty or to the front desk.

Attire – T-shirt Required

- **General** – In order to maintain an atmosphere that is comfortable and not intimidating to any of our patrons, appropriate fitness / sporting attire must be worn within the SAC Fitness Center. No street clothing is permitted as it can be dangerous (confining or baggy) when exercising. Clothing with buttons (other than rubber), metal zippers, studs, or belt loops are considered street wear and are not permitted. Your waistband must remain at the waist at all times. The staff has the final say on all attire. We thank you in advance for your understanding and cooperation.
- **Upper Body** – A full-length T-shirt with full sleeves (no exposed sports bras, no exposed torso) is required at all times. **The following attire is not allowed:** Halter tops, muscle shirts, mid-drift shirts, tank tops, shirts with sleeves cut-off or partially cut-off. The rationale for the T-shirt policy is as follows. To:
 - ❑ maintain a comfortable atmosphere for all members regardless of fitness level, age, size, or ability
 - ❑ decrease the risk of transmitting skin infections from one person to another, i.e.) Methicillin-resistant Staphylococcus aureus (MRSA)
 - ❑ reduce the frequency of skin contact with the benches thus minimizing the spread of body oils and germs which deteriorates the upholstery
 - ❑ reduce the risk of a confrontation between a student fitness assistant and a member; since there are no doors preventing entrance of patrons from the gymnasium to the strength training area, it would be extremely difficult to allow tank tops in the gym yet require a T-shirt to be worn in the strength area

- **Lower Body** – Shorts or sweats that adequately cover your anatomy during exercise is required. Spandex pants or shorts are permissible provided that you wear a shirt long enough to cover your buttocks. Exception permitted if spandex short is a part of an official athletic uniform while using the facility, i.e.) Club Sport.
- **The following attire / accessories are not allowed:** Extremely short “mini or cheerleading” shorts, extra baggy shorts that do not stay at the waist, belts / buckles.
- **Footwear** - Appropriate athletic footwear (such as athletic shoes for the fitness center) must be worn inside the SAC Fitness Center. Rubber-soled street shoes are not considered to be appropriate footwear. Proper footwear is necessary to protect individuals, as well as the facility and equipment. All turf shoes and open-toed shoes (flip-flops, sandals, etc.) are strictly prohibited in all areas of the facility except the locker room. No dress shoes permitted on the gymnasium floor.

Strength Training Area Policies

- **Machine Use** – Instructions are clearly provided on each Cybex strength machine. Please ask for additional instruction if you do not understand the instructions.
- **Spotters** – Spotters are required at all stations in the free-weights area; in particular when excessive weight is lifted over one’s body. Participants shall use extreme caution in moving equipment and weights to avoid potential injury to themselves or others. Fitness Assistants are available to assist as necessary.
- **Spring Collars** – Collars are required on all barbells.
- **Safety Bars** – Safety bars must be in place while performing heavy lifts inside the squat racks. This includes the Smith Machine.
- **Do Not Drop Any Weights** – The machines and weights should be used with care. Dropping dumbbells and weight stacks can cause injury, equipment damage, and facility damage.
- **Return Equipment** – Users must return bars / weights to their proper storage racks. Failure to do so may result in a loss of facility privileges.
- **Time Limits** – Users should be courteous to others by limiting the length of their workout at a single station and by observing posted time limits when others are waiting.
- **Weight Machine Adjustment Knobs** – Users should only turn the knob when the weight is completely lowered to the stack. Do **NOT** attempt to adjust the knob while the weight is in a raised position. This will damage the knob and could result in personal injury.
- **Broken Equipment** – If weights, pulleys or other parts become jammed, users should not attempt to free them without staff assistance. Report the problem to the Fitness staff on duty.
- **Inspections** – Users should always inspect the equipment for loose, frayed or worn parts before using. If in doubt, do not use the equipment and report the problem to a staff member.
- **Keep Body Parts Clear** – To reduce the chance of injury, users should keep head and limbs clear of weights and moving parts at all times.

- **Do Not Move Stations** – The weight benches/stations are to remain at the original location unless it is an adjustable bench with wheels, i.e.) bench with the Smith Machine. In this case, the bench is to be returned to its standard location after use.
- **Keep Walls Clear** – Weights are not to be propped against the walls, pillars or mirrors due to the risk of damage or injury.
- **Use of Barbells Off – or Out of the Rack** – For the safety of all patrons and to protect the facility walls, no barbells may be propped against any wall or any piece of weight equipment for the purpose of performing a “functional training” type exercise, i.e., “landmines”. Bars must remain clear of main circulation areas on the fitness floor.
- **Power / Olympic Lifts** – For the safety of all patrons, no power/Olympic lifts (clean and jerk, snatch, overhead press, squat, and the deadlift) are to be performed in the open floor area. These lifts should only be performed **INSIDE** the power rack. Users should exercise common sense before attempting an Olympic lift inside the power rack as there may not be adequate room depending upon the size of the lifter. No dropping of weights is permitted.

Gymnasium Policies

- **Open Gym** –The Gymnasium is available for open recreation as long as there are no standing reservations for the gym (intramural, club sport, student organization, or clinic use).
- **Volleyball & Badminton** – For equipment set-ups, please contact the SAC Fitness Center at 678-466-4971 in advance of your requested time.
- **Facility Damage** – Abuse of the facility is prohibited and abusers will be financially responsible for damage, (hanging on the rims, etc.).
- **Non-Marking Shoes ONLY** – Non-marking tennis or basketball shoes are required.
- **No Food / Gum / Drink** – No food, gum, or drink permitted (except water).
- **No Jewelry** – for your safety and that of others, remove all jewelry prior to commencing play.
- **No Dunking or Hanging on the Rim** – No dunking or hanging on the rim is permitted.

Group Exercise Studio Policies

- **General Use** – The studios are available for use when a schedule class is not in session. Student groups may reserve a studio by contacting the Director of Recreation & Wellness.
- **Attire** - Traditional “aerobic” attire is permitted, however, before leaving the exercise studio, you **MUST** wear a T-shirt and have sports bras and / or exposed mid-drift areas fully covered.
- **Group Exercise Equipment** – The use of balls, bars, mats, etc., is permitted. The equipment must be cleaned and returned to its proper location after use.
- **Stereo Equipment** – users must provide their own jam box if music is desired.
- **No Food / Gum / Drink** – no food, gum, or drink permitted (except water).
- **Clean Mats** – Clean mats after use using the disinfecting solution provided.

Tennis Courts Policies

- **General Use** – The tennis courts are under the operational control of the Department of Recreation & Wellness.
- **Availability / Reservations** – The tennis courts are available on a first-come, first-served basis except when in use by the Clayton State University tennis team or other scheduled event, or by the Department of Recreation & Wellness intramural / sport club program. To schedule a time, please call (678) 466-4971.
- **Check-In Procedures** – Please check-in at the SAC reception desk prior to going to the courts.
- **Facility Damage** – Abuse of the courts / nets is prohibited and abusers will be financially responsible for damage.
- **Non-Marking Shoes ONLY** – Non-marking tennis shoes are required.
- **Lights** – only the DRW or SAC management staff is permitted to turn on / off the lights.

The following is a list of definitions for the purpose of clarifying categories.

- **Student** – This is a currently enrolled Clayton State University Student
- **Fitness Center Member** – a paying member of the Fitness Center.
- **CSU Affiliate** – An employee of CSU, alumni, and Board of Trustee members who are NOT a member of the Fitness Center.
- **Community** – A member of the community who has no official affiliation with the University, a Fitness Center member, or a CSU student.
- **Guest** – An individual who accompanies a CSU student, a Fitness Center member, and /or a CSU Affiliate and pays the required guest fee (if applicable).
- **Group** – ALTA, USTA, or another established tennis group.

The following is the list of fees per category for use of one court, per hour.

- Students & Fitness Center Members – FREE
- CSU Affiliate – \$10.00; includes one guest.
- Community – \$20.00 per court, per hour. Includes up to three guests.
- Guest – charge is included in above fees depending upon the category.
- Group – fees are arranged through the Director of Recreation & Wellness.

Important Information:

1. All payments are taken at the front desk of the Fitness Center before proceeding to the court.
2. Reservations for court times are scheduled at the front desk of the Fitness Center. Intercollegiate tennis team practice and games schedules may prevent you from reserving your preferred court time during the spring term.
3. Tennis courts open / close one hour after / before the Fitness Center during the week. For weekend hours, please check with the front desk.
4. Hours are subject to change depending upon events.



Disc Golf Policies

- **General Use** – The disc golf course is under the operational control of the Department of Recreation & Wellness.
- **Availability / Reservations** – The disc golf course is available on a first-come, first-served basis except when the course has been reserved, or is being used by the Department of Recreation & Wellness. No Disc Golf is permitted during intercollegiate tennis matches.
- **Check-In Procedures** – Please check-in at the SAC reception desk prior to going to the course.
- **Disc Check-out** – Please check out a disc at the SAC reception desk. Your Laker ID is required.
- **Rules** – Please pick up a copy of the map and rules at the front desk.

Equipment Check-Out

The SAC Fitness Center will permit you to check out equipment from the front desk.

A limited supply of recreation equipment is available for use. Visit the front reception desk to obtain item(s). A current Laker ID Card must be presented in order to check out equipment. Any lost or damaged equipment must be paid for at the front reception desk or will be applied to the student's personal account. The available equipment includes:

- basketballs
- volleyballs
- soccer balls
- tennis racquets
- badminton racquets
- shuttlecocks
- jump ropes
- discs



Day Use Lockers & Locker Rental

- **Court Side & Fitness Nook Lockers**

Lockers are available for day use only on the Basketball court and upstairs in the Fitness Nook for twenty-five cents (refundable). Once the quarter is deposited and the key is turned, the key may be removed. Upon returning the key to the lock and turning it, the locker will open and the quarter will be returned. Unclaimed contents will be donated to charity. It will cost \$5 to reclaim personal belongings.

- **Day-Use Lockers (Locker Room)**

Day-use lockers are available in the locker rooms at no cost. Members must provide their own lock and remove it prior to the closing of the SAC Fitness Center that same day. Locks left on lockers after hours will be cut and the contents will be stored in a secured area for no more than 30 days. Unclaimed contents will be donated to charity. It will cost \$5 to reclaim personal belongings.

- **Locker Rentals**

A limited number of lockers are available to rent on a semester basis. Individuals who rent a locker will select a locker from the designated locker rental section and provide their own lock to secure belongings. A "Locker Rental Agreement" form will be completed and signed by the renter. The Department of Recreation & Wellness is not responsible for items stored in locker or stolen from a locker. Always secure your belongings in a locked locker, even when in the shower. It is strongly recommended that you not bring valuables to the facility, i.e.) computers, jewelry, etc. The fitness center staff is not allowed to hold valuables.

- **Locker Clean Out**

All contents must be removed by the last day of final exams each semester regardless of whether you intend to renew your locker or not. The lockers will be cleaned and disinfected during this time.

- **Locker Renewal Period**

For those who would like to renew a locker rental, you may move back into your locker once "locker clean-out week" is complete. A new "Locker Rental Agreement" form will need to be completed and signed by the renter. Contents not removed will be stored in a secured area for up to 30 days after the last day of classes. Unclaimed contents will be donated to charity. It will cost \$5 to reclaim personal belongings.

- **Locker Rental Fees**

Lockers are available for the semester as follows:

Full locker	\$20
Half locker	\$10
Reclaim fee.	\$ 5

Towels

No individual workout towels or bath towels are provided. Hand towels are provided throughout the facility for the purpose of wiping down the machines after use. Patrons are encouraged to bring their own bath towel for showering.

Lost & Found

Clayton State University is not responsible for lost or stolen articles. Do not bring valuables to the facility. The Lost & Found is located at the front counter. All "non-valuable" items will be held for 14 days, and then discarded or donated. "Valuable items" will be kept for one day and then turned over to the University Police, 678-466-4050.

Always secure your belongings in a locked locker, even when in the shower. The Department of Recreation & Wellness staff is not allowed to hold valuables for users.

Athletics Program Use

No organized team practices (with the coach present) are permitted within the confines of the SAC Fitness Center. Arrangements may be made in advance with the Director should a team need to utilize a basketball court or group exercise studio in a special circumstance, i.e.) rainy day practice, post-season tournament, gym maintenance, etc). No fee would be assessed unless it was determined that damage occurred during the time the team occupied the facility.

Academic Program Use

Courses for academic credit will not be permitted on a regular basis. Special circumstances could arise where a request could be made to use a group exercise studio during the non-peak hours of student use and with prior approval from the Director. At no time will the general student population be prohibited from using the space regardless if an academic class is in session. Should the Fitness Center professional staff supervision be required to oversee a course, a fee will be charged to the academic department. A clean-up fee will be assessed if the facility is not restored to its pre-use condition and / or damage occurs to the facility or equipment.

Outside Community – Group Use

SAC Fitness Center Gymnasium rentals are permitted to outside groups; however, certain rules and restrictions apply. The use of the large group exercise studio (B) must be scheduled through the Department of Recreation & Wellness, (678) 466-4974.

Conference / Camp Guest policy

Adults (aged 18 and over) who are participating in a conference or camp at the university may purchase a guest membership. Group exercise classes are excluded. Those who would like to participate in group exercise classes will need to pay \$10.00 per class. Conference or camp sponsors may arrange for 16 & 17-year-old conference participants to use the fitness facilities for a designated time period, for a fee. Conference sponsors must provide adequate supervision of participants.