

## Membership Plans & Policies

### MEMBERSHIPS

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. The Fitness Center has only limited membership available to the general public. Membership information is available at the Front Reception Desk located in the lobby level and on the Web under "Memberships".

Note: While a member may add a companion or family members to the plan (certain rules and restriction apply), the primary member is the only one permitted to make changes (including additions / deletions) to a membership plan.

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

### ID Card

All members must present a valid Clayton State University Laker card, Fitness Center card, or issued guest pass in order to access the facilities. This policy applies to all membership categories. These policies are in place for your safety and the safety of all the students at Clayton State University.

### Forms

Each member must complete and sign the required fitness center forms. By signing the forms, the member is acknowledging that s/he has read and understands the policies. The completed forms are to be submitted to the SAC reception desk for review.

### Group Exercise Classes Included

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.

### Specialty Classes

Specialty classes, when offered, will cost a fee. We reserve the right to charge for any and all group exercise classes in the future should budgetary circumstances require it.

### HEALTH SCREENING DISCLAIMER

All individuals are encouraged to have a physical exam from a licensed medical professional prior to beginning, or re-starting an exercise program. 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 a 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.

## **FORMS**

All members **MUST** complete and sign the following forms prior to using any part of the fitness facility. This includes:

1. Biographical, Data Information Sheet & Emergency Contact information
2. Privacy Form
3. PAR-Q Form (Physical Activity Readiness Questionnaire)
4. Age 70+ Form (for those age 70 and older)
5. Assumption of Risk, Release, Waiver of Liability, and Covenant Not to Sue
6. Fitness Center Rules

## **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.

## **OPTIONAL BASIC ASSESSMENT OR FULL-ASSESSMENT WITH INDIVIDUAL EXERCISE PLAN**

All participants may purchase a full assessment and individual exercise plan for a fee. This exercise plan package is strongly recommended for those who have been inactive for a period of six months or longer or, who have a chronic health condition or recent medical condition or, who have never lifted weights or engaged in a structured exercise program.

This one-on-one session includes a review of health history, measurement of blood pressure and heart rate, calculation of the target training zone, body weight measurement and Body Mass Index (BMI) determination, body fat assessment, flexibility assessment, and a strength assessment. For the full assessment, an individualized orientation to the weight machines is provided as well as an individualized exercise program. For more information or to schedule an appointment, please call (678) 466-4975.

## **REMINDER**

**Dress in a Full T-shirt, shorts and tennis shoes when you come for your assessment.** We reserve the right to refuse, modify or post-pone certain portions of the assessment pending receipt of a signed medical clearance from your physician or other licensed medical professional. You do have the option to refuse this recommendation provided you sign the declination form.

## PAYMENT INFORMATION

- **Payment Schedule** – The initial payments is due at your first visit to the SAC Fitness Center. Subsequent payments are due at the first of each month. Payroll Deduction is available for full-time employees only and is highly recommended for all full-time employees / retirees.
- **Payment Options** –We accept major credit cards, debit cards, checks, or cash.
- **Payroll Deduction Form** - The SAC Fitness Center Payroll Deduction form is available on the Office of Human Resources web site under the “Forms Library”. This service is available for full-time employees and retirees only. Please read full payroll deduction information beneath membership rate chart.
- **Prorating** – Members who join after the 15<sup>th</sup> of the month will have the remainder of the month prorated **provided** the next month is also paid in full.
- **Refunds** - Those selecting yearly membership option have a right to a refund within 3 days of initial payment; otherwise there are **NO REFUNDS**.

## MODIFYING MEMBERSHIP PLANS

- **Freezing Memberships** - Those selecting a yearly membership have the option to freeze their membership for up to three consecutive months maximum without incurring a loss of active membership. This request must be made to the Director of Recreation & Wellness in writing or by email, no less the five (5) business days before the requested freeze date. Only full months will be honored (1<sup>st</sup> through the 30<sup>th</sup>) no smaller increments are permitted.
- **Unused Membership Months** – Unused weeks / months may **NOT** be applied toward future month(s). As well, missed weeks/ months may **NOT** be applied retroactively. The missed time is forfeited.
- **Adding People to Plan** – Adding members is permitted. We will calculate the difference between the two plans and that amount will be due (and will be prorated if applicable). Further renewal of membership will be made on the appropriate plan, (e.g., companion plan or family plan).
- **Combining Plans** - Combining plans is not permissible. All plans subject to modification without advanced notice.



**MEMBERSHIPS PLANS & RATES**

Plans >>>>	Student Companion	Employee / Retiree	Alumni	Laker Community Membership	Tennis Only
<b>Individual</b>					
Monthly	x	\$30	\$35	\$55	\$30
By Semester	x	\$100	\$130	\$190	\$100
Per Year	x	\$275	\$325	\$500	\$275
<b>Companion * (2)</b>					
Monthly	\$25	\$60	\$65	\$80	\$55
By Semester	\$100	\$200	\$225	\$350	\$190
Per Year	x	\$500	\$550	\$800	\$470
<b>Family * (3)</b>					
Monthly	x	\$75	\$82	\$100	\$70
By Semester	x	\$235	\$265	\$400	\$210
Per Year	x	\$575	\$630	\$890	\$520
<b>Family * (4)</b>					
Monthly	x	\$90	\$99	\$120	\$85
By Semester	x	\$270	\$305	\$450	\$230
Per Year	x	\$650	\$710	\$980	\$570
* Must present proof of same residence					

**Employee Payroll Deduction**

A monthly **Payroll Deduction Program** is available to full-time employees through the Office of Human Resources. To participate in the payroll deduction program, an employee must commit to an entire semester or one year. Any employee wishing to pay on a monthly basis (non-payroll deduction) will be required to pay on the first of each month at the reception desk. The payroll deduction form is to be submitted to the Department of Recreation & Wellness for processing.

**Implementing Payroll Deduction**

In order for the SAC Fitness Center to collect your membership payment by the first of the current month, the payroll department will deduct your membership dues the month prior. For example, in order to pay “on-time” for the month of October, your paycheck will be debited in September. Therefore, if you are joining the Fitness Center after the payroll department has run its biweekly or monthly payroll, you may be asked to make your first month’s payment directly to the Fitness Center; this will allow adequate period of time for the payroll deduction to implement your payroll deduction. However, our office will make every effort to communicate with the Office of Human Resources to accurately deduct the amount due from payroll deduction.

**Terminating Payroll Deduction**

It is the employee’s responsibility to terminate their payroll deduction by submitting another “Payroll Deduction” form and checking the “termination” box. The employee understands that:

1. This form is to be submitted to the Director of Recreation & Wellness for processing and,
2. there is a one-month penalty for early termination of a multi-month membership and,
3. depending upon when you submit the form for processing in relation to the running of payroll, this deduction may still occur. **You will NOT receive a refund.**

## MEMBERSHIP DESCRIPTIONS & DEFINITIONS

- **Membership Classification** – Student, Employee / Retiree, Alumni, Grandfathered SmartBodies Members, Laker Community Members, Tennis only.
- **Length of Membership** - Membership plans include the option to pay for one year, by semester, or by the month.

The **Semester Payment Plan** includes the following schedule:

**Fall Semester** - September 1 – December 24 (31<sup>st</sup>)

**Spring Semester** - January 2 – April 30

**Summer Semester** - May 1 – August 31

### Notes:

- The enrollment for the semester plan closes after the 15<sup>th</sup> of the first month in semester (September, January, and May). Therefore, only the monthly or annual option remains.
  - The facility will close or operate on a limited schedule between breaks in order to perform staff training, routine repairs, maintenance, inspections, and cleaning, i.e.) re-surfacing the gym floors.
- **Types of Memberships** - plans include rates for individuals, companions, and family. A companion or domestic partner is an individual living in the same household with verifiable documentation of the same address. Family members are defined as an **immediate family member**, age 16 or older, such as mother, father, sister, brother, son, or daughter living in the same household.
  - **Spouses / Domestic Partners** of current students, employees, or graduates may join the Fitness Center as a companion. Memberships may be paid by credit card, check or exact change. The employee member may add the cost of the spouse / domestic partner membership to their current payroll deduction if they are currently using the payroll deduction system.

## CLASSIFICATION OF MEMBERSHIP

### Student Membership

Currently enrolled students who have paid the semester Student Activity Center fee are automatically recreation center members. Full, unrestricted access to the facility is permitted. Additional fees may be required for special programs including but not limited to, specialty classes, outdoor recreation, intramural sports, and off-site recreational activities. Advanced scheduling of space may be required in some cases. While a student member may add a companion or family members to the plan (certain rules and restriction apply), the student member is the only one permitted to make changes (including additions / deletions) to a membership plan.

### Companion Plan

Enrolled students may invite **ONE** immediate family member (age 16 or older) to join the fitness facility. ***If a student is NOT currently enrolled for the term, a companion is NOT permitted to join the facility.*** The monthly and semester options are permitted. No annual membership is available. A companion or domestic partner is an individual living in the same household with verifiable documentation of the same address. Any changes to the companion plan may only occur during the open enrollment period which is during the first month of the semester (September, January, or May).

### Not Currently Enrolled Student Membership

To qualify for this plan, a Clayton State University student must have been enrolled the semester immediately prior and must pay the same semester rate as currently enrolled students. **The semester plan is the only length of membership permitted in this category.** A student who has "stopped-out" for two consecutive semesters or more is NOT eligible to join the fitness center under this plan. A student who has obtained an associate's degree or a bachelor's degree from Clayton State is not eligible for this plan; however, is eligible for the Alumni Plan. Additional fees may be required for special programs including but not limited to, specialty classes, outdoor recreation, intramural sports, and off-site recreational activities. Advanced scheduling of space may be required in some cases.

**Companion & Family Plan** - Not eligible to add to plan.

### Full-Time Employee / Retiree Membership

#### Individual Plan

Clayton State University employees are eligible to purchase a Fitness Center membership. While a member may add a companion or family members to the plan (certain rules and restriction apply), the primary member is the only one permitted to make changes (including additions / deletions) to a membership plan. Employees may be required to pay an additional fee for special programs or services including, but not limited to specialized group exercise classes i.e.) Pilates, outdoor adventure programs, intramural sports, and off-site recreational activities.

**New staff / faculty members hired in the month of August (only) are allowed to use the Fitness Center for the month of August at no charge.**

Please contact the Director of Recreation & Wellness at (678) 466-4974 for authorization and instructions. Certain terms and conditions may apply.

**Companion Plan**

The employee must be a member in order for a companion to qualify for this plan. Spouses / partners / immediate family members of employees are eligible to purchase a Fitness Center membership at the same rate as full-time employees. The combined membership dues for the employee and the companion are listed in the membership chart. A spouse or partner must live at the same residence. Immediate family members are defined as mother, father, sister, brother, son, or daughter living in the same household and who is at least 16 years of age.

Those wishing to pay on a monthly basis (non-payroll deduction) will be required to pay on the first of each month at the SAC Fitness Center reception desk. Additional fees may be required for special programs or services including, but not limited to group exercise classes, outdoor adventure programs, intramural sports, and off-site recreational activities.

**Family Plan**

Additional immediate family members of employees are eligible to join at a per person rate, per year / semester, or month. The per-person add-on is added to the Companion Plan rate.

For example: 3 people = \$235 (\$200 for two people + \$35 for the third person) per semester.

For example: 4 people = \$270 (\$200 for two people + \$35 for the third person + \$35 for the fourth person) per semester.

All pre-qualifiers for the companion plan still apply. These prices are subject to change. Please refer to the chart for the most up-to-date pricing, information, and terms.

**Part-Time / Temporary Employee Membership**

**Individual Plan**

An employee who is hired on a part-time or temporary basis through Clayton State University is eligible to join the Fitness Center at the same rate as regular employees. A part-time or temporary employee is not permitted to use payroll deduction. While a member may add a companion or family members to the plan (certain rules and restriction apply), the primary member is the only one permitted to make changes (including additions / deletions) to a membership plan.

**Companion Plan**

Spouses / partners / immediate family members of part-time or temporary employees are eligible to purchase a Fitness Center membership at the same rate as regular employees. The combined membership dues for the employee and the

companion are listed in the membership chart. A spouse or partner must live at the same residence. Immediate family members are defined as mother, father, sister, brother, son, or daughter living in the same household and who is at least 16 years of age.

Additional fees may be required for special programs or services including, but not limited to group exercise classes, outdoor adventure programs, intramural sports, and off-site recreational activities.

## **Family Plan**

Additional immediate family members of part-time or temporary employees are eligible to join at a per person rate, per year / semester, or month. The per-person add-on is added to the Companion Plan rate.

## **Employees Enrolled As Students**

An employee who is enrolled as a student who has paid the Student Activities Center fee will be classified as a "student" for the purpose of the membership.

## **Alumni Membership**

To qualify, you must:

- 1) have graduated with a two-year, four-year, or graduate degree from Clayton State University, and
- 2) be an active member of the Alumni Association which has an annual fee. Otherwise, membership pricing defaults to the "SmartBodies Grandfather Community Rate".

While a member may add a companion or family members to the plan (certain rules and restriction apply), the primary member is the only one permitted to make changes (including additions / deletions) to a membership plan.

## **Individual Plan**

Clayton State University Alumni are eligible to purchase a Fitness Center membership.

## **Companion Plan**

An alumnus may invite one immediate family member (age 16 or older) to join the fitness facility. A companion or domestic partner is an individual living in the same household with verifiable documentation of the same address.

## **Family Plan**

Additional immediate family members of alumni are eligible to join at a per person rate, per year, per semester, or month. The per-person add-on is added to the Companion Plan rate.

## **Laker Community Membership**

This membership plan is currently has a limited membership of 100 individuals and is open to members of the general community. While a member may add a companion or family members to the plan (certain rules and restriction apply), the



primary member is the only one permitted to make changes (including additions / deletions) to a membership plan. The minimum age is 16. Additional fees may be required for special programs or services including, but not limited to group exercise classes, outdoor adventure programs, and off-site recreational activities. The membership dues are listed in the membership chart.

## **Individual Plan**

An individual community member is eligible to purchase a Fitness Center membership.

## **Companion Plan**

Two people who reside in the same household and meet the minimum age requirement may join the SAC Fitness Center. Proof of residence is required. A spouse or partner must live at the same residence. Immediate family members are defined as mother, father, sister, brother, son, or daughter living in the same household and who is at least 16 years of age.

## **Family Plan**

Additional immediate family members are eligible to join at a per person rate, per year / semester, or month. The per-person add-on is added to the Companion Plan rate.

For example: 3 people = \$400 (\$350 for two people + \$50 for the third person) per semester.

For example: 4 people = \$450 (\$350 for two people + \$50 for the third person + \$50 for the fourth person) per semester.

All pre-qualifiers for the companion plan still apply. These prices are subject to change. Please refer to the chart for the most up-to-date pricing, information, and terms.

## **Tennis ONLY Membership**

This membership plan is open to members of the general community and Alumni. Students and Employees are excluded. This category allows use of the tennis courts and locker rooms only. No use of the Fitness Center is permitted. While a member may add a companion or family members to the plan (certain rules and restriction apply), the primary member is the only one permitted to make changes (including additions / deletions) to a membership plan. The membership dues are listed in the membership chart. The minimum age is 16.

**Note:** The hours of the tennis courts correspond to the hours of the Fitness Center. No off-hours court use is allowed.

## **Individual Plan**

An individual community or alumni member is eligible to purchase a Tennis membership.

## **Companion Plan**

Two people who reside in the same household and meet the minimum age requirement may purchase a Tennis membership. Proof of residence is required. A spouse or partner must live at the same residence. Immediate family members are defined as mother, father, sister, brother, son, or daughter living in the same household.

## **Family Plan**

Additional immediate family members are eligible to join at a per person rate, per year / semester, or month. The per-person add-on is added to the Companion Plan rate.

For example: 3 people = \$210 (\$190 for two people + \$20 for the third person) per semester.

For example: 4 people = \$230 (\$190 for two people + \$20 for the third person + \$20 for the fourth person) per semester.

All pre-qualifiers for the companion plan still apply. These prices are subject to change. Please refer to the chart for the most up-to-date pricing, information, and terms.

## **Corporate Membership**

Corporate memberships will be considered on a case-by-case basis by the Director of Recreation & Wellness.

## **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.