Philadelphia University
Athletic Recreation Center
Fitness Center Policies and Procedures

I. Membership/Access

1. To be eligible for membership and use of the Campus Recreation facilities, an individual must be a student currently enrolled at Philadelphia University and have proof of identification. Additionally, current faculty and staff members are also permitted to use the facility with verifying University identification.

2. All individuals entering the facilities during regular hours must present a valid and current Philadelphia University ID. Each participant is required to sign a liability waiver once per year, at his or her first visit to the Recreation Center.

3. Current students with identification are permitted to host one guest with a daily pass on Fridays, Saturdays, and Sundays only. There are no guest privileges Monday through Thursday – no exceptions! Faculty and staff are not permitted guests at this time.

4. Persons with identification cards which cannot be read by scanner, and/or whose Philadelphia University status is not active will not be permitted in facility.

5. Admission to the Fitness Center and Athletic Recreation Center grants free access to all areas and programs, with a few exceptions that may require additional fees.

Free access includes use of: Fitness Center and cardio alley equipment, running track, both large and/or small gyms, racquetball court and aerobics studio when available (Physical Education & Fitness classes will have priority), locker room access, basketball, volleyball, and indoor soccer. Fees may be initiated for yoga and aerobics classes and locker usage.

6. The Campus Recreation Staff maintains the right to refuse or revoke membership privileges at any time. Such decisions will be made at the discretion of Campus Recreation management.

7. Student ID’s, daily membership passes, and fees are non-transferable, non-refundable, and fees will not be pro-rated. Unauthorized ID’s/passes will be confiscated and may result in loss of member privileges of facilities.
II. Eligible Users of Campus Recreation Facilities

1. Student (Part time and Full time)

   Any currently enrolled student at Philadelphia University with a valid ID card is permitted into the facility.

2. Faculty/Staff

   Any current employee of Philadelphia University can use the facility with verifying University ID. Employees of the Fitness Center have the right to request additional proof of identification such as a pay stub, current Philadelphia University Library card, contract, or letter of appointment.

3. Alumni

   Alumni of Philadelphia University are permitted access to the facility as the guest of a current Philadelphia University student only. Guest privileges are available ONLY on Friday, Saturday, and Sunday during the academic year. Following the 2006-07 academic year, an alumni policy will be reviewed and adopted for implementation on 7/1/2007.

4. Spouse/Partner/Children of Employees

   Current employees are not permitted to bring guests; however all spouses/partners and children over the age of 16 are permitted access to the Facility as the guest of a current Philadelphia University student. Guest privileges are available ONLY on Friday, Saturday, and Sunday during the academic year. Following the 2006-07 academic year, a spouse/partner/child of employee policy will be reviewed and adopted for implementation on 7/1/2007.

   Children under 16 years of age are NOT permitted to be in the Fitness Center at any time.

III. Guest Pass

   Students who have current membership status to the Recreation Center may sponsor one guest on weekends only (Friday, Saturday, and Sunday) under the following guidelines:
1. The eligible user sponsoring a guest must be present and show a current Philadelphia University identification card.

2. Passes are good for a one-day visit. The pass must be completely filled out by the Recreation Center Staff before it can be used to gain entry into the facilities.

3. Upon arriving at the facilities, guests must report to the fitness center desk and present their photo ID and pass. The information is then completed and one copy is retained for records.

4. Sponsoring individuals are responsible for the conduct of their guests within the Recreation Center and must accompany their guests at all times.

5. Children under 16 years of age are not eligible to receive a guest pass, and are not allowed in the Fitness Center at any time.

6. When children between ages 16 and 17 years are sponsored as guests, there must be at least one adult authorized user per every two children in the facilities. The adult user must remain in the building area the entire time the children are in the facilities.

IV. **Hours of Operation**

The Athletic Recreation Center will be closed on all University holidays. An adjustment may be made at the discretion of the Director of Recreation.

**Academic Year Hours of Operation**
- Monday-Friday: 7:00 AM - 10:00 PM
- Saturday: 10:00 AM - 8:00 PM
- Sunday: 10:00 AM – 8:00 PM

**Summer/Intersession Hours of Operation**
- Monday-Friday: 12:00 PM – 8:30 PM
- Saturday: CLOSED
- Sunday: CLOSED

*Hours of Operation will be reviewed and changes will be considered around 7/01/07.*
V. General Facility Rules and Regulations (These regulations apply to all areas of the Athletic Recreation Center)

- It is the responsibility of the user to be aware of building regulations.
- The Department of Athletics/Recreation Sports reserves the right to eject any individuals who do not abide by the posted regulations.
- All participants must present a valid ID upon entrance to the facility.
- Water in closed, resealable plastic containers is allowed. All other drinks, food, and glass containers are confined to designated lounge areas.
- Smoking, tobacco products, drugs and alcohol are strictly prohibited.
- Chewing gum is not permitted in the facility.
- Bicycles, skateboards, and roller blades are prohibited.
- Animals are not allowed (except guide/aid animals).
- Athletic Recreation facilities may not be used for private instruction or to provide services not approved in writing by the Athletic Department, e.g. personal training, private basketball instruction etc.
- The use of photographic equipment to take pictures of any person in the Athletic Recreation Center without the person’s and the Athletic Department’s permission is prohibited. This prohibition includes cell phones with built-in camera devices.
- All Advertisements/ Fliers/ Posters must be approved by the Athletic Department prior to posting in any spaces within the Athletic Recreation Center. Must first be approved by the Student Life Department, and include stamp of approval.
- Spirited competition is encouraged, but unsportsmanlike conduct and the use of profanity is prohibited. Additional rules and regulations are posted in each activity space.

VI. Fitness Center Policies & Procedures

The following policies and procedures have been set up to serve participants and make the fitness center more enjoyable for all of its users.

Utilization:
The Recreation Center’s Fitness Center is for the use of currently enrolled students, faculty and staff, and sponsored guests of Philadelphia University.

Attire:
For safety purposes, proper attire is required. Proper attire includes:
- Closed-toe footwear is mandatory. No bare feet, sandals, slippers, water shoes or heeled shoes. Boots may be worn but must be clean.
- Shirts must be worn at all times. Full length t-shirts and tank tops are acceptable.
- It is requested that these items carry appropriate advertising messages. Please, no profane or inflammatory messages on clothing.
- Jeans (full length or cut-off) or pants (with belts) that may result in damage to equipment upholstery will not be allowed in the Fitness Center.
- No hooded sweatshirts or knit caps may be worn in the Cardio Area.
- The Fitness Center staff reserves the right to judge the acceptability of all items listed above.
- Towels should be used to protect the equipment and improve sanitation; all participants are asked to bring a towel to wipe off equipment after use.

**Personal Belongings:**
Coats, books, all bags, etc. cannot be left near exercise equipment or carried throughout the Fitness Center. All personal belongings must be checked-in at the Fitness Center front desk. Philadelphia University is not responsible for personal articles left in the Fitness Center. Lockers/Shower may be available in designated locker rooms and may warrant a rental fee. Permanent policies regarding locker room usage will be established once all three phases of the Athletic Recreation Center is complete. Valuable lost and found items such as wallets, cell phones, keys and student ID cards, will be sent to Campus Police within 24 hours of being found by Fitness Center Staff. All other items will be held in the Lost and Found Collection by the Fitness Center Director.

**Free Weight/Fitness Area Rules:**
- It is the responsibility of the user to be aware of building regulations.
- The Fitness Center Staff reserves the right to eject any individuals who do not abide by the posted regulations.
- Food and beverage are prohibited except closed, plastic containers of water. NO GLASS OR CANS WILL BE ALLOWED IN THE FITNESS CENTER.
- No Children under age 16 may use the Center at any time.
- Profanity, abusive language or flagrant behavior will not be tolerated. Persistent use of such behavior as deemed unacceptable by the Fitness Center staff will result in forfeiture of utilization privileges.
- Chewing gum and sunflowers seeds are not permitted.
- Smoking and other tobacco products are prohibited.
- NO SPITTING ON THE FLOOR OF THE FITNESS CENTER.
- Damaged or defective equipment should be reported immediately to the Fitness Center staff.
- Please do not remove any signage from damaged or out of order equipment.
- Please familiarize yourself with equipment before using it.
- Complete all exercises in a controlled manner, and use a spotter when necessary.
- Please do not drop the weights.
- Please replace dumbbells and weight plates on the proper racks when you are finished with them.
- Report all injuries to the Fitness Center Staff immediately.
- Members and guests assume all risk for personal injury. Should we deem it necessary for an injured person to receive medical assistance, we will contact appropriate medical personnel at that person's own expense.
- The stereo system and channels for TV’s will be operated by Fitness Center personnel ONLY.

Equipment Check-out Rules:
- Only participants with a valid Philadelphia University ID may check out equipment. Guests are not permitted to borrow equipment.
- All equipment can be borrowed from the Front Check-in Counter.
- Participants are solely responsible for any damages that occur to any equipment that is checked out on their account.
- Racquetball goggles must be checked-out any time that racquets are checked-out. It is STRONGLY recommended that all users wear goggles while playing Racquetball.

V. Fees Structure

Athletic Recreation Center Membership Fee Structure 2006-2007

Daily Passes available to individuals accompanied by a current student (one pass per student). Available only for Fridays, Saturdays, and Sundays.

Future Concerns (After 7/1/07):

I. Faculty / Staff Family Member Association

- Faculty / Staff can purchase a membership for the following:
  - a. Spouse / Partner
  - b. Child between the ages of 16-25 years of age.

Conditions of Family Memberships for Children:
- The eligible user must be present and have either their current Philadelphia University ID or current Recreation Center membership card when signing up any children/dependents between the ages of 16-25.
- The Children/Dependent (s) must also be present when being signed up.
- Guidelines listed in the Recreation Center-Guest pass policy about children’s ages MUST be followed at all times.
- Children under 16 years of age are **NOT** permitted to be in the Fitness Center at any time.

c. Memberships would be available for purchase on an annual, semester, or, summer basis (See below for fees structure).

- Students may utilize guest passes (one-day only) for friends and family. This will be available to all students throughout the year, all week long.

- Alumni memberships can be purchased on an annual, semester, or summer basis. (See below for fees structure). Any person verified by the office of Alumni Relations as a graduate of Philadelphia University can purchase a membership pass to the facilities. A picture ID and social security number must be presented to purchase a Recreation Center membership or pass. Both semester and full academic year memberships for Alumni of Philadelphia University will be available on 7/01/07.

- Memberships for “friends of Philadelphia University” will be dealt with on an individual basis.

II. Fees Structure

- **Family/Spouse/Sponsored Adult & Alumni memberships**

  *Annual (12 months)*
  $200.00

  *Semester (defined as the first day of classes to the last day of classes)*
  $80.00

  *Summer (defined as June 1st to August 15th)*
  $50.00

*All policies will be reviewed and changes will be considered around 7/01/07.*
FAQ

How and where do I sign up for programs at the Recreation Center?

The front desk is where all program information is located. The staff at the desk and the building supervisor on staff can assist you with program information and sign ups.

Are lockers available to rent? If not, are they available for day use? What locker rooms are available for changing and showering?

All lockers will be utilized on a daily basis until the construction process of all three phases of the athletic recreation center is complete. At that point, permanent policies will be put in place.

What times are slotted for open Recreation and what gym should I go to?

Do I have access to the racquetball court, running track, and aerobics studio? If so, what times are generally available?

What do I need to check out any equipment? What equipment will be available and is there a time limit to return everything?

If there is any other questions or concerns feel free to contact Brad Koch, Director of Recreation, Amanda Lewis, Fitness Center Director or the facility supervisors on site at the Athletic Recreation Center.

Contact Phone Number: 215-951-2723

Email: kochb@philau.edu

Thank you so much for joining us at the Rec Center. Keep working out and having fun.