Policies & Procedures

General
- All participants are required to fill out the following paperwork before using the facility: fitness index/health history questionnaire, release and waiver of liability, policies & procedures/rules & regulations forms.
- All Participants, INCLUDING ACADEMIC PARTICIPANTS, must complete this paperwork and be cleared prior to using the facility i.e. prior to the first day of class.
- A signed physician’s clearance may need to be on file for participants who meet certain risk criteria.
- All participants must also check in at the front desk by swiping their Flashcard at the computer terminal located on the top of the counter. If the computer is down, a sign-up sheet will be available. Participants who do not have a Flashcard will be issued a 4 digit pin number. This pin number must be entered by a staff member upon entry for each visit.
- Use of this facility and the equipment herein is only recommended after a complete orientation and training session with a staff member. Appointments can be made individually or group sessions will be held at various times/days during the semester. Call (330) 244-3392
- Physical Education classes will have priority over other users and events scheduled at the Recreation & Wellness Center.
- All injuries must be reported to staff immediately. An incident report will be filled out and a determination will be made as to further care or assistance. Kent State University at Stark is not responsible for avoidable injuries or accidents that may occur during recreation hours or participation in other recreational activities.
- Recreation & Wellness Center Staff has the right to ask you to leave at any time if you are not following policy. If you resist, security will remove you.
- Use of a lock is strongly recommended. All locks must be removed immediately after use of facility. No permanent lockers are available for storage or overnight use. Kent State University at Stark is not responsible for lost or stolen items.

Facility Access
- The Recreation & Wellness Center at Kent State Stark Campus is open to the following:
  - Kent State University Students currently enrolled at the Stark Campus (no dependents)
  - Verified Kent State University Alumni (no dependents)
  - Current and retired KSU Faculty, Staff, & Administrators their spouses, family members, dependents & significant others living with them.
    - Dependents must be at least 16 years of age to use the facility.
    - Dependents (younger than 18 years of age) may only use the facility while the Faculty, Staff, or Administrators are present and assume full responsibility for their safety and well-being.
  - Stark State College Faculty & Staff (no dependents)
- $5 Guest passes are available during limited hours. Guests must be accompanied by a member in good standing.
- Stark State students are not eligible to use the facility.
Rules & Regulations

- Athletic attire is required. T-shirts, shorts, sweats, and athletic shoes appropriate for the activity are recommended. No work boots, flip flops, leotards, blue jeans, mid-drifts, sleeveless shirts or tank tops allowed in the open recreation areas. *Slightly different attire may be authorized for academic classes.*
- Participants are also encouraged to bring a separate T-shirt for use of the weight machines after cardiovascular training if they sweat profusely.
- Street shoes are not permitted. Clean, closed toe, non-marking athletic footwear must be worn in the dance studio, on the gymnasium floor, and while using the equipment in the fitness area.
- All personal belongings must be kept in the locker room.
- The following are prohibited in the RWC and may result in immediate removal from the facility:
  - Gum
  - Smoking or chewing tobacco
  - Bouncing balls against the walls
  - Children under the age of 16
  - Spitting on the floor or in the fountains
  - Horseplay and *foul language* of any kind
  - Inappropriate use of the equipment or facility in any way which may result in risk, injury, or harm to participants or others
- To ensure proper hygiene, all users will be required to wipe off each machine after use. Sanitizer spray bottles and paper towels will be made available in all areas of the facility.
- Return free weights, barbells, bands and other equipment to their proper location after use. Please do not interrupt a class by entering a room to remove or return equipment.
- During peak/busy time periods, a 30 minute time limit will be imposed on all cardiovascular equipment.
- Use of collars and proper, safe lifting techniques are required ensure safety and prevent the possibility of injury or harm to participants.
- No dropping of weights is permitted. No banging of the weight machines or free weights is allowed.
- No chalk, use of additional devices or personal equipment is permitted.

Additional Information:

Spotters

- Spotters should always have their full attention on the lifter.
- Communication is necessary between the spotter and the lifter.
- How many repetitions are going to be attempted?
- Do they need assistance lifting the bar off the rack?
- How much assistance will they need and on which repetition.
- Be in ready position to either help or free the lifter of the bar.
- Do not allow the bar to tilt as the lifter performs the exercise.

Technique

- Exhale on exertion when performing any lift.
- Execute lifts using proper form, controlled speed, and a full normal range of motion after you have warmed up.
- Never bounce, jerk the weight or arch your back in an attempt to lift a heavy weight.
- Only use the amount of weight you are prepared to lift properly.
- Never attempt "one-shot" lifts you haven't trained or warmed up for.

**EXERCISE AT YOUR OWN RISK.** Note: An exercise program should be started with gradual increases to frequency, intensity, time and type of activity. By entering this facility, you acknowledge and fully assume the risks associated with exercise of your choice and your use of this facility and further agree to indemnify and hold Kent State University, its Board of Trustees, employees, agents and officers harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which may occur as a result of such use. All participants are strongly encouraged to have an evaluation by your physician prior to engaging in physical or strenuous activity.

I HAVE READ THIS RELEASE & UNDERSTAND THIS IS MY FIRST WARNING OF POLICY CHANGE

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Revised 5/21/2015 SMH