POLICIES & PROCEDURES

General

- All users are required to complete the following paperwork: membership information sheet, orientation quiz, policies and procedures form and liability and waiver form.
- Users must also have a complete account on EZ Facility.
- All Participants, including Academic participants, must complete the membership paperwork in order to be eligible to use the facility. This means that they must have complete paperwork prior to the first class meeting.
- A signed physician’s clearance may need to be on file for participants who meet certain ACSM coronary artery disease risk thresholds.
- All participants must check in at the front desk each time they enter the facility by swiping their flash card at the computer terminal located on the top of the counter. If the computer is down, a sign-up sheet will be available.
  - Certain participants may have a 4-digit PIN: Stark State Faculty/Staff, STRETCH participants, alumni, Kent State dependents and senior guests.
- 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 the Recreation Program Officer at 330-244-3391.
- Physical Activity, Wellness and Sport and Dance 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)
  - Current and retired KSU Faculty, Staff, & Administrators
  - Spouses of KSU Faculty, Staff, & Administrators
  - Family members, dependents & significant others living with KSU faculty, staff & administration. Dependents must be at least 16 years of age to use the facility.
    - Dependents 16-17 years of age of KSU Faculty, Staff, & Administrators can 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)
  - Employees of the Stark County Educational Service Center
  - Stark State Peace Officer Cadets - for class purposes only.
- Guest passes are available for $5. A member must be present with the guest.
- Stark State students, spouses and dependents 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, khaki’s, mid-drifts, sleeveless shirts or tank tops allowed in the open recreation areas. *Slightly different attire may be authorized for academic classes meeting inside the aerobics or cycling rooms.*
- Street shoes are not permitted. Clean, closed toe, non-marking athletic footwear must be worn at all times.
- All personal belongings must be kept in the locker room or in the cubby spaces under the benches.
- The following are prohibited in the Recreation & Wellness Center and may result in immediate removal from the facility:
  - Entering/ interrupting scheduled classes
  - Food, gum, or beverages other than water (in weight room on basketball courts or inside studios)
  - 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 are available in all areas of the facility. *Please spray paper towel, do not spray disinfectant directly on machines.*
- Return free weights, barbells, and dumbbells to their proper location.
- During peak/ busy times, a 30-minute time limit will be imposed on all cardiovascular equipment.
- Use of collars and proper, safe lifting techniques are required to ensure safety and prevent the possibility of injury or harm to participants while using plate load equipment such as the bench press.
- 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 (except yoga mats) is not permitted.
- Use of headphones is required when using personal music devices such as phones or iPods.
- No adjusting radio or television volume or channels or fan speeds.

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**

_________________________________________  __________________________
Signature of Applicant                                          Date

Revised 2/6/2019 SMH