

Bainbridge State College Student Wellness Center

Policies and Procedures

MISSION

The mission of the Wellness Center is to provide a safe environment for educational, fitness, and recreational activities.

MEMBERSHIP (SWC Fitness and Recreational Areas)

Students

Students currently enrolled in any number of credit-hour courses who are attending class are members of the SWC. Students who are reported as not attending class by their instructors will be denied admission to the fitness and recreational areas of the SWC.

University System Employee/Retiree:

Full-time faculty and staff employed by the University System of Georgia and University System retirees, including spouses and legal dependents age 10 or older (as reported on income tax returns), are eligible to participate in the SWC at no cost to them.

Bainbridge State College Alumni:

Students who have graduated from Bainbridge State College with a degree or a diploma are eligible to participate in the SWC at no cost to them or their families (spouses and legal dependents age 10 or older (as reported on income tax returns).

Bainbridge State College Current Ambassadors:

A group of college supporters that assist in events. (Not the student club)

Community Individual:

Any individual 18 years of age or older is eligible to join the SWC. Family memberships include spouses and legal dependents age 10 or older (as reported on income tax returns).

Dependent Age Guidelines and Restrictions

Ages 16 and older: Unrestricted use of equipment and facility.

Ages 10 - 15: Restricted to use of track and gymnasium only.

Ages 10 and under: No admittance to SWC facilities.

*Members should be aware that adolescents mature at different rates. Therefore, the Wellness Center staff retains the right to restrict any member, regardless of age, from the use of any equipment if the staff determines that the safety of the member is at risk.

Fee Schedule: Membership is free to currently enrolled students, BSC alumni, and full-time staff and faculty employed by the USG.

Community members may become members of the SWC Fitness and Recreational areas. Non-refundable fees must be paid in full prior to access and use of the areas. All fees are to be paid to the BSC Business Office. Payment may be made by credit card, check, or cash.

	3 Months Membership	6 Months Membership	Annual Membership
Individual	\$135	\$260	\$500
Family	\$165	\$320	\$630

Community Membership Renewal

Community members may renew current membership by paying applicable fees at the BSC Business Office before membership lapses. It is the responsibility of the member to report in writing any changes in demographic or personal data (to include contact in case of emergency) to the Wellness Center Front Desk. Lapsed membership must be renewed by completion of the Application Process listed below with the exception of the orientation.

On-site permanent sub-contractors of Bainbridge State College

Current sub-contractors employed by Bainbridge State College may join the SWC for half of the cost of the community individual fee. All fees are to be paid to the BSC Business Office. Payment may be made by credit card, check, or cash.

Guest Policy: The purpose of the SWC day pass for guests is to allow the friends and relatives of SWC members to experience the SWC facility. The following are the requirements for guest passes.

- Must pay the \$10 cash fee to the business office accompanied by a member.
- Must sign waivers at the SWC front desk after payment is made.
- Guests must be accompanied by a SWC member throughout their visit.
- The SWC member who they are with is responsible for the guest during their visit.
- There is a limit of 2 guests per member.

Application Process

To become a member, ALL individuals must do the following:

- a) Complete an Application Form online at BSC website.
- b) Complete the orientation online at BSC website.
- b) Sign the Assumption of Risk Form after printing it out from the online orientation. Then turn it in to the Front Desk of the SWC.
- c) Sign the Release, Waiver of Liability, and Covenant Not to Sue Form after printing it out from the online orientation. Then turn it in to the Front Desk of the SWC.
- d) Pay applicable fees to the BSC Business Office.

Note: Students under age 18 must have their parent or legal guardian sign the Assumption of Risk Form and the Waiver of Liability forms.

Access

A valid BSC ID or Wellness Center Membership card (available in the One Stop Shop Building) is required for entry into the facility.

Application

All applicants, including eligible spouses and dependents, MUST complete the online application.

Online Orientation and Forms

All applicants, including eligible spouses and dependents, MUST complete the online orientation and print out and sign the Assumption of Risk form and the Waiver of Liability form. These two forms should be turned in to the Front Desk of the Student Wellness Center upon your first visit.

Non-Member Or Group Use

All non-member or group use of the facility must be contracted through the Director of the Student Wellness Center at 229.243.6497.

HOURS OF OPERATION

The Student Wellness Center will be open Monday-Saturday during posted hours, currently 7 a.m. – 9 p.m. Monday-Thursday, 7 a.m.- 2 p.m. Friday, and 9 a.m. – 12 p.m. Saturday. In general, the Wellness Center will follow the academic calendar of the college and will be closed during some semester breaks and holidays when the college is closed. The schedule of hours of operation will be posted on the BSC website each semester.

USER CONDUCT

Use of the facility is a privilege, not a right. User misconduct may result in temporary or permanent revocation of this privilege. BSC and its Wellness Center staff retain the right to determine inappropriate behavior and to act in resolving said behavior including, but not limited to, terminating membership of the user. All authorized members have the right to be safe and secure while using the facility. All members are expected to share the areas and equipment within the facility and respect the rights of others in order for all members to enjoy the same privileges.

GENERAL RULES

1. Proper hygiene and good etiquette should be practiced at all times.
2. Appropriate athletic apparel and shoes must be worn during use of the facility. Shorts/pants must be worn at waist level, and shirts must be worn as well. BSC staff reserves the right to determine "appropriate" apparel.
3. No smoking is allowed within 50 feet of the facility.
4. Equipment may not be moved from one area to another.
5. Personal athletic equipment, such as footballs, basketballs, and hacky sacks, is not allowed.
6. Tampering with the TVs in any way is strictly prohibited! The TVs are preset and are not to be changed by anyone other than Wellness Center staff.
7. Loitering is prohibited. All persons in the facility must be engaged in fitness, recreational, or academic activities.
8. The following are strictly prohibited:

- a) Alcoholic beverages or drugs in any form
- b) Tobacco products in any form
- c) Weapons of any kind
- d) Chewing gum
- e) Food in any form outside of the Food Court (except clear bottled water or fitness drinks that have a lid)
- f) Roller skates, roller blades, bicycles, strollers, skateboards, or other wheeled toys
- g) Book bags, backpacks, gym bags, fanny packs, purses, or other personal items (unless stored in lockers) in the fitness areas
- h) Media players without headphones
- i) Harassment of any kind, including, but not limited to, sexual, verbal, or physical innuendos
- j) Offensive language or conduct
- k) Pets

PARKING

Ample parking is available around the facility. All vehicles must be parked in parking spaces and not on the grass, sidewalks, pedestrian crossings, or loading access areas. Community members should obtain a SWC parking permit from the Business Office.

ACCIDENT/INJURY

Participation in physical activity increases the risk of injury. If an accident or injury should occur, it should be reported to the Front Desk or other Wellness Center staff. The Wellness Center will not be responsible for transporting members. The Wellness Center staff will request ambulance services, if, in their judgment, it is needed or if requested by the user. Bainbridge State College assumes no liability, financial or otherwise, for any medical or other services required in the care or transportation of injured members.

MEDICAL INSURANCE

The Wellness Center does not maintain medical insurance for accidents or injuries sustained by authorized members. Although minor, there is a risk of injury and accidents associated with participation in the physical activities offered by the Student Wellness Center. BSC strongly encourages authorized members to obtain and maintain a comprehensive medical insurance plan in the event of accidents or injuries.

LOST AND FOUND

Any unattended items found in the facility will be collected and stored at the Front Desk for 7 days. Items not claimed within 7 days will be taken to BSC Public Safety. The Student Wellness Center is not responsible for lost or stolen items.

DESCRIPTION AND USE OF AREAS

Lobbies

The lobbies (both ground floor and upstairs) have limited seating for short periods of rest and social interaction and waiting for others to arrive or depart. Loitering is prohibited.

Food Service

Members are responsible for cleaning up their tables in the food court and disposing of trash.

Bookstore

Normal hours of operation for the Bookstore are 9 a.m. – 5 p.m. Monday – Thursday and 9 a.m. - noon Friday. During the first week of classes, the hours are 8 a.m. - 6 p.m. Monday – Thursday and 8 a.m. – 12 p.m. Friday. The bookstore should be contacted directly to confirm current hours of operation – 229-248-2526

Front Desk

The Front Desk serves as the entry point to the areas of activity and is staffed by Student Wellness Center employees. Members having questions should seek resolution at the Front Desk. All members must show valid BSC ID or Wellness Center Membership Card at the Front Desk at each time of entry. Announcements are made from the Front Desk. Closure time will be announced 30 minutes, 15 minutes, and 5 minutes in advance of closure. Members must vacate the facility when closure is announced.

Elevator

An elevator is available across from the Front Desk.

Locker Rooms

Locker rooms with shower and bathroom facilities are located on the ground floor next to the gymnasium. Free day lockers are available and can be used for storage of large personal items, including gym bags and book bags, during use of the facility. Members must supply their own locks, and any locks still on lockers at closing will be cut, and the contents of the locker will be removed. Storage cubicles in the weight room are also available.

Locker Rentals

There is a section of lockers that can be rented out by SWC members at the rate of \$25 for 6 months or \$50 for a year. See the SWC front desk for details.

Fitness Area

Free weights, pin-loaded equipment, dumbbells, exercise and medicine balls, curl bars, treadmills, stationary bicycles, and ellipticals are located in this area. The Wellness Center retains the right to restrict the use of any of this equipment if it is determined that use of the equipment might put the safety of the member at risk. Members who are unfamiliar with the components and safe use of the equipment should ask for assistance from the Wellness Center staff. Use of the equipment is limited to 30 minutes during peak times or when others are waiting.

Even though a variety of free weights are offered for the more experienced weight lifters, members should not "max-out" or "lift" beyond their abilities. Free weights are not to be dropped to the floor, but lowered and set down under control. They should also be re-racked. Spotters should be used for bench pressing and squatting exercises. Student Wellness Center staff may also be asked to spot weight lifters. All long bar lifting must be performed on a bench press.

Equipment must not be rearranged or moved from original placement. All weights and accessories must be returned to original location immediately following use.

Any equipment that is not functioning properly or that appears to need maintenance or repairs should immediately be reported to the Front Desk or other Student Wellness Center staff. Members should never attempt to use or repair any equipment that is not functioning properly.

Antibacterial wipes are available and should be used for cleaning the padded parts of benches and machines before and after use. Members should bring and use their own towels.

Game Room

Pool, ping pong, and foosball tables are available as well as video game stations. Equipment and games must be checked out from the Front Desk and returned. No member may enter the Game Room without checking in at the Front Desk and entering through the door off of the Fitness Room. Members should not enter or exit through alarmed doors.

Upstairs Aerobics Room

The mats in this area can be used for stretching muscles as well as for exercise routines. Power bands, dumbbells, balance boards, and platforms for step aerobics are also available. Equipment must be returned to its original location following use.

Elevated Walking Track

The elevated walking track is for walking, jogging, and running. Walkers must use the outside two lanes. Joggers and runners must use the inside two lanes. Walkers should remain aware of joggers and runners and give the right of way whenever possible. No one is allowed on the track unless he or she is walking, jogging, or running. Members may not observe gymnasium activities from the track. Exercisers should not speak or yell down to others on the gymnasium level. Users will follow the posted instructions for the direction of traffic unless otherwise directed. Nine (9) times around the track equals one mile.

Gymnasium

The gymnasium is located on the first floor of the building and will be used for academic courses, free play, and intramural activities. Members should check the posted schedule for free play times. Anyone using this area is restricted to wearing athletic shoes that do not leave marks on the floor surface. Hanging on basketball rims, pulling on backboard padding, and throwing balls against the walls are prohibited. Basketballs and volleyballs may be checked out at the Front Desk. There is no additional charge for their use; however, members are financially responsible for loss of this equipment or excessive damage (which does not include expected wear and tear). Use of the gym may be limited during peak times or when others are waiting.

Telephone

The telephone at the Front Desk is not for use by members.

Evacuation Plan

The fire evacuation plan is posted on each floor.

**Bainbridge State College Student Wellness Center
Assumption of Risk**

With my signature, I indicate that I have read the online orientation for the Student Wellness Center and understand and agree to its policies and procedures.

Member Signature _____ Date _____

Any physical activity has the risk of injury associated with it. The Bainbridge State College Student Wellness Center has, to the best of its ability, established policies to increase safety and decrease the danger. However, accidents may still occur and the center's members need to be aware of the potential for injury.

Furthermore, certain factors may increase the risk of injury. These risk factors include, but are not limited to, prior injury, being overweight, having high blood pressure, using any form of tobacco, being male and age of 45 or older, being female and age of 55 or older, having a relatively inactive (not exercising regularly) lifestyle, and having a family history of any cardiovascular disease. The BSC Student Wellness Center strongly recommends that if any individual has more than one of these risk factors that he or she seeks the advice of a physician before beginning an exercise program. To further reduce the risk of injury, all individuals should begin new exercise programs at low levels of intensity and gradually increase the demands of exercise.

I, _____ (print your name legibly), do hereby understand and accept all responsibilities, rules, and policies and assume all risks associated with my participation as an authorized member of the BSC Student Wellness Center. Furthermore, I accept all responsibility and assume all risks for each of my dependent members listed below. I also understand that certain factors may increase the risk of suffering some type of injury. I further understand that I should cease exercising and contact my physician if I experience any problems before, during, or after exercise sessions, such as dizziness; fainting or feelings of fainting; impaired vision; pain in the chest, neck, jaw area, or in the arms; shortness of breath; swelling in any of the joints; or unusual fatigue.

Member Signature _____ Date _____

Dependent Members: (Please print legibly)

**Bainbridge State College Student Wellness Center
Release, Waiver of Liability and Covenant Not to Sue**

The undersigned hereby acknowledges that participation in physical activities such as those offered through the Bainbridge State College Student Wellness Center involves a risk of bodily harm and injury and assumes all risks. Furthermore, the undersigned acknowledges and assumes the same risks and responsibilities of their minor dependents listed below. The undersigned hereby agrees that for the consideration of Bainbridge State College and its Student Wellness Center allowing the undersigned and their listed minor dependents to voluntarily participate in physical activities and, in conjunction therewith, the use of the facility, equipment, programs, grounds, and personnel of the institution, the undersigned participant and their minor dependents do hereby waive liability, release and forever discharge the Institution and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents and employees of and from any and all claims, demands, rights and causes of activity of whatever kind or nature, arising out of all known and unknown, foreseeable and unforeseeable bodily and personal injuries, damage to property, and the consequences thereof; including death, resulting from voluntary participation in or in any way connected with such Wellness Center programs.

I further agree covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in Student Wellness Center activities. Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment or employment at the institution. I have received a copy of this document and I certify that I am of legal age and am suffering under no legal disabilities and that I have read the above carefully before signing.

Printed Member Name _____ Date _____

Witness Signature _____

Member Signature _____

Dependent Members: (Please print legibly) _____

Equal Opportunity Statement of Compliance

Bainbridge State College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. Bainbridge State College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American With Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA):