



**MIDDLE GEORGIA COLLEGE  
WELLNESS CENTER  
POLICIES AND PROCEDURES  
Effective July 1, 2009**

**ADVISORY BOARD**

The advisory board will oversee, evaluate, and make recommendations concerning the policies and functions of the Wellness Center. Board members are:

- Vice President for Student & Enrollment Services, Chair
- Vice President for Academic Affairs
- Vice President for Fiscal Affairs
- Chair of the Health Sciences Division
- Director of the Wellness Center
- Director of Sports Medicine Department
- Chair of Cochran Campus SGA

**CONTACT INFORMATION**

- Wellness Center Front Desk: 934-3478
- Wellness Center Director: 934-3393
- Advisory Board Chair: 934-3352

**MISSION STATEMENT**

The mission of the Wellness Center is to provide a safe environment for fitness, recreational, and educational activities. The Wellness Center complex includes the building, grounds and immediate parking lot.

**Goals:**

1. To provide an educational environment in the areas of health and wellness by means of academic courses, lectures, seminars, or informational flyers.
2. To provide a safe facility with properly maintained equipment and a variety of fitness activities focused on increasing and maintaining the user's health and wellness.

**MEMBERSHIP**

**MGC Student:** Students currently enrolled in any number of credit hour courses. *This does not apply to students taking courses that do not offer college credit.*

**University System Employee/Retiree:** Full or part-time "benefited" faculty and staff employed by the University System of Georgia and University System retirees. Includes spouses and legal dependents age 10 or older (*as listed on income tax returns*).

**Community**

**Individual:** Any individual 18 years of age or older.

**Family:** Spouses and legal dependents age 10 or older (*as listed on income tax returns*).

**DEPENDENT AGE GUIDELINES AND RESTRICTIONS**

- Age 16 and older: Unrestricted use of equipment and facility. \*
- Under Age 16: Restricted from use of rowing machines, treadmills and free weights.  
(*Must be under direct supervision of parent/guardian.*)
- Under Age 14: Not allowed entry into fitness machine area. Restricted to use of climbing wall, track, and gym floor **only**.
- Under Age 10: No admittance to facility.

\*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: Fees are non-refundable.**

	<u>3-Month</u>	<u>Biannual</u>	<u>Annual</u>
Student Members:	Free	Free	Free
University System Members	Free	Free	Free
Community Members:			
Individual	\$90	\$150	\$240
Family	\$225	\$375	\$600

**FEE PAYMENT**

Non-refundable fees must be paid in full prior to access and use of the facility. All fees are to be paid to the MGC Business Office, Georgia Hall 102, 1100 Second Street, SE, Cochran, GA 31014, (478-934-3026). Payment may be made by credit card, check, or cash.

**COMMUNITY MEMBERSHIP RENEWAL**

Community members may renew current membership by paying applicable fees at the MGC 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.

**APPLICATION PROCESS**

To become a member, individuals must:

- Complete an Application Form online at MGC website [www.mgc.edu/wellness/](http://www.mgc.edu/wellness/) (*Note: Community members must contact the MGC Business Office at 934-3016/3026 to obtain an ID # before completing the online application.*)
- Complete orientation online at MGC website [www.mgc.edu/wellness/](http://www.mgc.edu/wellness/).
- Sign Assumption of Risk Form (Appendix B) available at the orientation.
- Sign Release, Waiver of Liability, and Covenant Not to Sue Form (Appendix C) available at the orientation.
- Pay applicable fees to the MGC Business Office located in Georgia Hall 102 (934-3026).
- Have ID made at MGC Police Office located in Alderman Community Hall at 132 College Street (934-3002).

*Note: Students under age 18 must have their parent or legal guardian sign Appendix B and C.*

### **ACCESS**

Valid MGC ID or Wellness Center Membership card **is required** for entry into the facility. No guests are allowed.

### **APPLICATION**

All applicants, including eligible spouses and dependents, **MUST** complete the online application at [www.mgc.edu/wellness/](http://www.mgc.edu/wellness/). Persons who do not have access to a computer may call the Wellness Center at 934-3478 for information on computers available for use at Middle Georgia College.

### **ORIENTATION**

All applicants, including eligible spouses and dependents, **MUST** complete the online orientation at [www.mgc.edu/wellness/](http://www.mgc.edu/wellness/). Persons who do not have access to a computer may call the Wellness Center at 934-3478 for information on computers available for use at Middle Georgia College.

### **NON-MEMBER OR GROUP USE**

All non-member or group use of the facility must be contracted through the Middle Georgia College Facilities Use Coordinator (478) 934-3034.

### **GUEST POLICY**

Guests are not allowed in the facility. Access is by membership only.

### **HOURS OF OPERATION**

The MGC Wellness Center will be open seven days a week during posted hours. 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 MGC website [www.mgc.edu/wellness/](http://www.mgc.edu/wellness/) 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. MGC 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 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. WC staff reserve the right to determine “appropriate” apparel.
3. No smoking is allowed within 50 feet of the facility.
4. 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: 1st offense – Warning; 2nd offense –7-day suspension of WC privileges; 3rd offense – 90-day suspension of WC privileges.
  - e) Food in any form (including small candy) or drinks (except clear bottled water).
  - 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*).
  - h) Radios, CD players, etc., without headphones.
  - i) Harassment of any kind, including, but not limited to sexual, verbal, or physical innuendos.
  - j) Offensive language or conduct.
  - k) Pets.
5. Equipment may not be moved from one area to another.
  6. Personal athletic equipment such as footballs, basketballs, hacky sacks, etc., is not allowed.
  7. 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.
  8. Loitering is prohibited. All persons in the facility must be engaged in fitness, recreational, or academic activities.

### **BASKETBALL CHECK OUT**

Basketballs may be checked out at the front desk. There is no additional charge for the use of basketballs; however, members are financially responsible for excessive damage to or loss of this equipment. This does not include normal wear and tear, which is expected.

### **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 do not have to obtain a parking decal.

### **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; however, MGC students may request a police transport in accordance with established student policies. The Wellness Center staff will request ambulance services if in their judgment it is needed or if requested by the user. Middle Georgia 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 Wellness Center. MGC strongly encourages authorized members to obtain and maintain a comprehensive medical insurance plan in the event of accidents or injuries.

### **LOCKER ROOMS**

Locker rooms with shower and bathroom facilities are located on the ground floor next to the gymnasium floor. Free lockers are available and must be used for storage of personal items including gym bags, book bags, etc., during use of the facility. Small personal items such as keys, wallets, etc., may be carried on person. Free locks are available for check out at the front desk.

### **LOST AND FOUND**

Any unattended items found in the facility will be collected and stored at the front desk. Items not claimed within 30 days will be disposed of. The Wellness Center is not responsible for lost or stolen items.

## **DESCRIPTION AND USE OF AREAS**

### **Lobby**

The lobby contains limited seating and vending machines. Seating is for short periods of rest and social interaction, consumption of vending items, and waiting for others to arrive or depart. Loitering is prohibited.

### **Front Desk**

The front desk serves as the entry point to the areas of activity and is staffed by Wellness Center employees. Members having questions should seek resolution at the front desk. All members must show valid MGC 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. An elevator is available in front of the front desk. The fire evacuation plan is posted.

The telephone at the front desk is not for use by members. Public telephones are provided for member use for out-going local calls only. These telephones, which have a 4 minute limitation, are located near the front desk and in the aerobics room.

**NOTE: Any equipment that is not functioning properly or which appears to need maintenance or repairs should immediately be reported to the front desk or other Wellness Center staff. Members should never attempt to use or repair any equipment that is not functioning properly.**

**TOS-A-WAY antibacterial wipes are available and should be used for cleaning benches, mats, and machines before and after use. It is highly recommended that members bring and use a personal hand towel to create a barrier between skin and equipment surface.**

### **Flexibility and Abdominal Area**

The mats in this area are for stretching muscles before and after exercise routines. There are also some benches in this area for performing abdominal exercises.

### **Muscular Fitness (free weights; pin-loaded machines; cable cross over machine, etc.)**

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

Free weights and pin-loaded equipment 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.

Even though a variety of free weights are offered for the more experienced weight lifter, 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. Spotters should be used for bench pressing and squatting exercises. Free weight users should assist each other in spotting. Wellness Center staff may also be asked to spot weight lifters. All long bar lifting must be performed on a bench press or within a rack.

A variety of weight machines are offered for the preference of some and for the less experienced weight lifter. Each machine works a specific muscle or group of muscles. Dumbbells are available in one specific area of the weight room. Also, a medicine ball, exercise balls and curl bars are available.

**Cardiovascular Fitness**

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 member's safety at risk.

Treadmills, stationary bicycles, stair machines, and a rowing machine are included in this area. Many of the machines have computer generated readouts and exercise programs. 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 treadmill is limited to 30 minutes during peak times or when others are waiting.

**Aerobics Room**

The aerobics room is accessed at the far end of the main fitness room. Aerobic dance, Pilates and other aerobic exercise classes will be held in this room. Access other than for academic classes is through reservation only, which must be made 24 hours in advance on the appropriate form available at the front desk. Instructors will unlock the door for academic classes. A WC manager will unlock the door for anyone with a reservation. No exceptions will be made. Jump ropes and wrestling are not allowed in the aerobics room. Mats and exercise balls must be returned to their 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. Joggers and runners may call out "track" (to prevent startling slower users) if walkers are impeding their progress and have not noticed their approach.

No one is allowed on the track unless they are walking, jogging, or running. Members may not observe gymnasium or climbing wall activities from the track. Exercisers should not speak or yell down to others on the gymnasium level or at climbers on the climbing wall.

Users will exercise in a counter-clockwise direction around the track unless otherwise directed. Thirteen (13) 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 using this area are restricted to wearing "athletic" shoes that do not leave marks on the floor surface. The back court is used for free play and reservations are not required. The front court is reserved for team play after 5:00 pm daily. Hanging on basketball rims, pulling on backboard padding, and throwing balls against the walls are prohibited. All basketball court doors are alarmed and are for emergency exit only.

**Climbing Wall**

The climbing wall is located in the corner of the gymnasium floor behind the main stairwell. ***Climbing is allowed only under the supervision of the Climbing Wall Manager.*** Climbing wall hours will be posted.