# Cambria-Friesland Fitness Center (CFFC)

### **Mission Statement**

The Mission of the Cambria-Friesland Fitness Center (*CFFC*) is to provide an opportunity for students and community members to engage in activities which promote lifelong fitness. We will provide a safe, clean, state of the art, facility with a positive exercise environment. It will be staffed, at times designated by the District,by knowledgeable,courteous, and positive CFSD Staff who can answer questions and who will encourage members to meet their fitness goals.

## **Fitness Center General Policies**

The Cambria-Friesland Fitness Center (CFFC) is a controlled access facility. Only member users are permitted to use the facility. School policy prohibits the use or possession of alcohol, tobacco products, other smoking devices, nicotine delivery devices (e.g. vaping), or illegal drugs while on school grounds. Cambria-Friesland Fitness Center reserves the right to revise and add to these rules, regulations, policies and procedures as needed for the reasonable and proper management of Fitness Center, and the benefit, comfort, and enjoyment of the members and students. All members shall comply with such revised or additional rules, regulations, policies or procedures.

In the event of an emergency: please notify the supervisor on duty immediately. Or call 9-1-1.

If you have an injury or adverse reaction to exercise, please alert staff so they may contact emergency services to assist you.

### **Safety Notices**

- The fitness area will not be staffed during all hours of operation. Monitoring of the area and members will be
  done through security cameras located in and around the facility. Such monitoring may or may not be continuous
  as determined by the District. Members are only allowed in the fitness room area and approved locker facilities
  when available. Members moving into any other areas of the school are in violation of the membership
  agreement.
- The Fitness Center is under 24-hour recorded video surveillance and all fob access usage is logged. You may not bring in guests at any time without prior written consent. If this policy is violated, you may be charged a guest fee and/or your membership suspended or terminated.
- The Fitness Center will be unsupervised and at such times you should not use any item of fitness equipment you are not familiar with or which you have not previously received induction training from a qualified staff member.
- Members are expected to only enter through the West parking lot door (#16). Members are expected to remain in the fitness center area and <u>are not allowed in any other parts of the building</u>.
- The gymnasium and any of the areas of the school are not authorized for members.

Membership: Potential members can pick-up membership forms at the Cambria-Friesland District Office. All new members must be made familiar with the expectations and use of the fitness center equipment by one of the Cambria-Friesland Fitness Center Coordinators, Byran Buechel, or James Knudson. This onboarding process must be completed and approved by a Fitness Center Coordinator. Staff will assist in coordinating new members and their onboarding session. Access fobs will only be issued after a successful completion of the on-boarding process.

#### Membership

- Membership is available to any individual in the community that meets the minimum age requirements stated below.
- Membership shall not unlawfully be granted or denied on the basis of race, color, creed, religion, sexual orientation, national origin or other reasons prohibited by state and/or federal law.
- Members will need to fill out a Liability Release Form during their first visit and go through an orientation walk through with a fitness center supervisor before any use of the facilities. Members are also requested to sign in at the front desk.
- Members that fail to meet Fitness center expectations may be asked to leave the fitness center and may potentially have their membership revoked.

# **Member's Physical Condition**

Prior to becoming a member of Fitness Center, individuals are advised to seek the advice of their physician especially those with physical limitations, a history of high blood pressure, heart problems, or other chronic illnesses. Pregnant women and persons with medical conditions should consult a physician prior to participating in an exercise regimen.

# Membership Dues/Cancellations/Termination

Member agrees that he/she will pay a one-time fee of \$20 for a fob card and access to the Cambria-Friesland School District Fitness Center. An annual renewal rate of \$10 is required. This renewal rate is waived for: Senior Citizens age 65 and older, active or retired members of the military, and college age students. The District reserves the right to seek proof and identification of the above status(-es).

All membership applications and fees will be processed through Cambria-Friesland School District, 410 East Edgewater St., Cambria, WI 53923. Please make checks out to Cambria-Friesland School District.

Any member may be expelled by Fitness Center for violations of any rules and regulations, or any conduct which, in the absolute discretion of Fitness Center, is prejudicial to the welfare, good order, reputation, and character of Fitness Center.

Any member, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other members/employees/students, behaves otherwise in an unbecoming manner may be suspended or terminated from the fitness center. Once membership and access to the fitness center is terminated, individuals may not rejoin the facility.

# **Key Fob Access Cards**

All members must swipe their fob upon entering the facility and sign in at the supervisor desk. All members must fob themselves in. Do not hold the door open for other members.

- A fob access card shall be issued to new members upon joining the Fitness center and will be used exclusively by you to gain entry to the Fitness center. Fob access cards are not transferable and if you allow your fob to be used by another person this is a serious breach of these Membership Terms and Conditions and will terminate this agreement immediately and without notice.
- If your key access card is lost or stolen, you must notify the school district immediately. The district reserves the right to charge an administration fee for the provision of a replacement access fob at the cost of \$20.
- Members who do not have their fob access card will not be allowed into the Fitness center, nor should they expect any other member to let them into the Fitness center.

### **Age Requirements**

- An adult who has gone through the orientation process may use the fitness center once they have been granted an access fob
- Students entering the ninth grade or 15 years of age or older, may use the fitness center between 6:00-7:30am and 3:30-5:00 p.m. Monday through Friday during supervised hours. They may also use the fitness center during non supervised hours with a legal guardian present.
- With the exception of instruction and student younger than 15 years old are not allowed in the fitness center unless for curricular or co-curricular instruction.

### Hours of Operation (closed on holidays)

The hours of operation with a supervisor present will be posted in the Fitness Center and are subject to change.

## **Inclement Weather Snow Days**

During supervised times it may be necessary to close the fitness center during inclement weather. During any day where school is cancelled or an early release is necessary, the fitness center may be closed. Members may check the district website for any closure information.

**Member Use During School Hours** During the school year Phy. Ed. Classes and sports teams will be using the facility during and immediately at the end of the school day. It is understood during these times students will have priority and members may have to be flexible in use of the equipment/weights. Members are reminded that they should enter through door (**#16**) and remain in the weight room area.

# **Orientation/Onboarding**

All members will be required to complete an orientation during their first visit to the Fitness Center. The orientation will cover information regarding the operation of the Fitness Center, member responsibilities, and equipment use.

- Students taking physical education classes will receive orientation from their physical education teacher
- Student-athletes will receive orientation from their teams coach
- Community members will receive orientation from the Fitness Center Supervisor.

### **Terms and Conditions**

Use of the facility and equipment is a privilege, not a right and failure to comply with the following terms, school district policy or procedures or state or federal law may result in the revocation of use privileges at the sole discretion of the District. Due to personal safety, safety of others including the staff, hygiene, and maintaining the life of the equipment the following regulations are in place:

- 1. All patrons must have valid membership & emergency form on file with the Fitness Center, all individuals work out at their own risk.
- 2. Please allow other members to "work in." Do not tie up machines with multiple sets if others wish to use the same equipment.
- 3. Please limit your cardiovascular workout to 30 minutes if others are waiting.
- 4. Personal equipment and belongings are not allowed (i.e. gym bags, purses) on the workout floor please leave in lockers or cubbies.
- 5. The Fitness Center staff will determine the music selection on the center's sound system. Personal headsets or earbuds are welcome as long as the volume is not disruptive to others. No personal boomboxes, bluetooth speakers, or Stereos allowed.
- 6. Please return your weights, dumbbells, and other equipment to correct place after use.
- 7. Weight plates are not to be leaned against equipment standards, mirrors, and machines.
- 8. Wipe down all equipment/pads after use (wipes are provided in 3 locations throughout fitness center).
- 9. When lifting heavy weights, use a "spotter."
- 10. Do not drop or throw weights.
- 11. Fitness Center participants should report all equipment malfunctions, personal injuries, and specific concerns immediately to the staff. Please contact a Fitness Center Coordinator: Jim Knudson or Bryan Buechel james.knudson@cambria-frieslandschools.org or bryan.buechel@cambria-frieslandschools.org
- 12. Use all safety features of the equipment, if you are not familiar with the use of a machine, consult a staff member prior to use for instruction.
- 13. Return weight machines to their starting positions.
- 14. Equipment may NOT be taken out of the Fitness Center.
- 15. Do not bring your own fitness equipment, e.x. weights, etc.
- 16. No weightlifting chalk is permitted.
- 17. Outside of school hours, no children under age 15 or not entering ninth grade or older are allowed in the exercise areas and locker rooms. Children 15 and older or in the 9th grade and beyond are allowed to work out with a legal guardian.

### Dress/Attire

Members should dress in proper exercise attire at all times. **Clean, dry shoes** must be worn when using the exercise equipment. Please refrain from wearing clothing advertising tobacco, alcohol, drugs or inappropriate messages. Failure to do so is a violation of policy. Management reserves the right to determine what clothing is appropriate or not appropriate and may result in the denial of access to the facility until the member complies. The dress code is as follow:

• No jeans, khakis, trousers, belts, or buckles; only fitness pants, shorts, or workout skirts without hardware are permitted.

- No dress shirts, ties, dress jackets, or blazers; only breathable, non-revealing fitness tops or tees are permitted.
- No dress shoes, bare feet, or sandals; only rubber-soled, close-toed footwear permitted on the fitness floor.

# **Smoking**

The use of tobacco, alcohol, and other drugs and smoking devices or nicotine delivery devices (e.g. vaping)not allowed on school grounds.

# **Food and Beverages**

Consumption of food or any beverage (other than water or sport drinks in sealable containers, no glass) are prohibited throughout the center.

#### Cameras

No camera-equipped devices are to be used in any area where personal privacy is generally acknowledged, including dressing rooms, restrooms, exercise areas, shower facilities, etc. at any time due to the possibility of personal privacy violations.

# **Cubbies/Locker Rooms**

Managing parties are not responsible or liable to members for articles damaged, lost or stolen in or about the Fitness Center. Members agree to use the lockers/cubbies provided solely for temporary clothing storage and are not advised to store any valuable items in the lockers/cubbies. Members must remove all personal belongings from the daily lockers/cubbies when they leave Fitness Center. Lost and found articles are placed in an area accessible to the public. Fitness Center cannot and will not store personal belongings for members.

### Music/Television

The fitness center is equipped with televisions, a sound system and a dvd player. The fitness center also has a variety of workout videos. Please see a supervisor if you are interested in a video or would like to make a viewing or listening request.

### **Cellular Phones**

Talking on cellular phones while in the fitness center is prohibited. Cellular phones may be used in conjunction with headphones to listen to personal music while on the gym floor. If you need to make a call, please step outside.

### **Damages**

Any member or guest who intentionally damages any property of Fitness Center will be held financially responsible for the damage.

# Supervisors during supervised time

The fitness center has a paid supervisory staff. Supervisors are employed to provide a safe and clean workout environment, enforce the fitness center expectations and provide assistance if needed. Please ask the supervisor if you are unsure how to use a piece of equipment. In addition, if you feel a machine is not operating properly, notify the supervisor immediately. Each supervisor will be CPR *I* AED certified.

## **Fitness Center Onboarding**

- Onboarding will be done by one of the Fitness Center Coordinators: Jim Knudson or Bryan Buechel
- All above policies need to be covered and understood
- Always wipe down cardio and weight machines after each use.
- Always use a spotter when necessary.
- Use lighter weights when performing a new exercise.
- Ask a supervisor if you are unsure how to use a piece of equipment.
- Clear off barbells and return all weights and equipment to their proper place after use.
- Please be respectful of others in the fitness center and allow them equal opportunities to use the equipment.
- Please demonstrate appropriate behavior at all times while using the fitness center.
- Fitness Center is for working out not for socializing.
- Go through proper machine usage as needed.

### Student Use

### P.E. teachers during class/P.E:

- All onboarding process pages 1-4 will be covered
- Teacher will inspect fitness center before and after every class
- Teacher working with students will be present at all times.
- Go through rules and weight room edicate with all students.
- Go through proper use of all equipment with all students.

#### Coaches

- All onboarding process pages 1-4 will be covered.
- Coaches will inspect fitness center before and after workout.
- Go through rules and weight room edicate with all students.
- Go through proper use of all equipment with all students.

<u>In-season coaches</u> who want their team to use the fitness center during regular hours of operation shall

- Provide coach-supervision at all time during team use.
- Ensure that all team members stay in fitness center area leave the fitness center with the coach.

<u>In-season coaches</u> who want their team to use the fitness center outside the regular hours of operation shall:

- All coaches obligations above.
- Make advance arrangements with the Director.

 $\underline{\text{Out-of-season coaches}} \text{ who volunteer their time to open the fitness center for expanded student use outside of the regular hours of operation shall}$ 

- All coaches obligations above.
- Make advance arrangements with the Director.
- Open the center to all students, to avoid violation of WIAA out-of-season practice restrictions

#### Supervisors

Individuals who are employed to work as fitness center supervisors shall receive CPR/First Aid training and instruction on the proper use of fitness center equipment. The District shall waive the use fee for any fitness center supervisor who works an average of at least seven (7) hours per week.