



## FITNESS CENTER PROCEDURE

**Board By Law:**  
**Policy Number: 5.5100**  
**Subject Area: Student Services**  
**Approved Date: 01/28/2010**

These procedures represent the implementation of the Board Policy for the Fitness Center operations. These procedures are subject to change periodically as determined necessary by the College Administration.

I...The Fitness Center is expected to be maintained at a high quality of cleanliness and care. The Fitness Center Director is responsible for overseeing the operations, to include implementation of the rules, regulations, and procedures. Further, the Director is responsible for the care of the facility and to maintain order at all times. The VP for Administrative Services is responsible for reviewing the condition of the facility and taking action to ensure proper safety and care, to include cleanliness, is maintained. The VP for Student Services is responsible for ensuring the procedures, rules, and regulations are adhered to and to work with the Director on any needed revisions of such. The Dean for the Arts and Sciences is responsible for ensuring the physical education courses and curricula are maintained current and effective.

A... Students, faculty and staff, and Senior Citizens who choose to participate on a semester-long basis are required to enroll in a one-half credit hour Physical Education course from those available for Fitness Center users.

1...The current credit hour course tuition rate in effect at the time of enrollment shall be required to be paid (credit hour x tuition rate per credit hour); except, such tuition shall be waived for faculty and staff and senior citizens, who are at least sixty years old at the time the course is taken. The tuition amount may be covered under some student scholarship programs, as determined by the Vice President of Student Services.

2...The semester course usage charge, as set and revised from time to time, shall be paid by all students, faculty, staff, and senior citizens. This shall be a single course usage charge valid for a one semester term or a summer term. This charge shall not be waived under any circumstances, nor be covered by any scholarship program. Each participant shall be responsible for paying such usage charge that is in effect at the time of enrollment in the Fitness Center. For College faculty and staff, such charge may be paid through payroll deduction, pursuant to procedures determined by the payroll office, in no more than 3 installments.

3...The mandatory student charge is based on the enrollment in a 1/2 credit hour Physical Education course for the Fitness Center. The mandatory student charge is for a one term period (one semester or one summer term). The charge will be the rate in effect at the time of enrollment. This charge shall not be waived under any circumstances, nor be covered by any scholarship program. Each participant shall be responsible for paying such usage charge when enrolling. For College faculty and staff, such charge may be paid through payroll deduction, pursuant to procedures determined by the payroll office, in no more than 3 installments.

B...One-day passes are available for individuals who wish to use the Fitness Center periodically or for limited times, including guests. The rate charged shall be the rate in effect at the time of the use. Such rate shall be determined by the College Administration and may be adjusted periodically.

C...The Community Education Division may offer special classes from time to time, utilizing the Fitness Center. Such use shall be with the approval of the Fitness Center Director and depending on space availability. Charges for such classes shall include a Fitness Center Usage charge and shall be determined on a case by case basis.

D...All Fitness Center participants, except those participating in special Community Education classes, shall be required to sign in at the Fitness Center front desk upon entry to the Center. With the exception of daily guests, all participants will be required to present a Kaskaskia College identification card, which will remain on file at the Fitness Center front desk during the usage session. They shall also be required to complete established registration paperwork upon the first visit to the Fitness Center.

E...The registration process for all Fitness Center participants will be conducted in the Fitness Center, to include the issuance of a Kaskaskia College identification card where appropriate. Exceptions may be required where circumstances dictate but will be on a limited basis.

F...Hours of operation for the Fitness Center shall be established and posted and may change periodically, as usage warrants.

G...Specific rules and operation guidelines for users shall be established and distributed to Fitness Center users. Such rules and guidelines shall also be posted appropriately in the Center.

Approval History:  
November 16, 2010  
January 28, 2010