

## ***RULES AND REGULATIONS CLIENT'S COPY***

Rules and Regulations for the use of the Riverview Rehab and Fitness facility (hereinafter known as “facility”) are established and will be enforced. As a condition of participation, each client must comply with the following rules and regulations, as may be amended from time to time by the facility.

**PLEASE READ CAREFULLY AND SIGN. THIS SIGNED COPY WILL BECOME A PART OF YOUR PERMANENT FILE.**

### **General Rules**

- All clients must complete an assessment appointment and program appointment prior to accessing the gym.
- Payment in full is due prior to the first visit.
- If payroll deduction is the payment option, then the appropriate payroll deduction form must be completed prior to the first visit.
- All clients must check-in by swiping their membership card at the front desk.
- All posted rules and notices must be strictly obeyed.
- All walking pass clients must clearly display their walking pass** during the duration of their workout.
- Only facility staff (hereinafter known as “staff”) will be allowed in the facility before the posted hours of operation.
- All assessments and personal training time must be scheduled with the appropriate staff.
- MEMBERSHIPS WILL BECOME VOID AFTER SIX MONTHS OF INACTIVITY HAVE PASSED. Activity in other programs (i.e. Aquatics, Yoga, Pilates, etc.) does not count as activity in the Expert Health and Fitness Program. Your chart will be discarded after 6 months and you will have to complete all initial paperwork, a fitness assessment, and program appointment again.**
- Group discounts are available with certain programs; please see front desk staff for more information.

### **Health and Safety**

- Clients must immediately notify the staff if they experience dizziness, lightheadedness, fainting, nausea, cold and clammy skin, chest pain, neck pain, shoulder pain and arm pain, and / or shortness of breath.
- Changes to health information** provided on the Physical Activity Readiness Questionnaire must be reported to the staff in order to maintain accurate records.
- All physician-imposed **restrictions** concerning any assessment and / or exercise must be submitted in writing and followed.
- Clients under the age of 18 years participating in an approved program must have the permission of a parent or legal guardian. Clients aged 15 and younger must have a legal guardian accompany them in the facility at all times.
- During **tornado warnings** in the immediate area, clients are to enter the fitness evaluation room at Noblesville or the multipurpose room at Carmel.
- During any **fire alarms** all clients are to evacuate the building. The primary route for evacuation is through the front doors. If the fire is at the front of the building or the front doors are blocked then proceed to the: rear exits located at the back of the building through the middle hallway or at the rear of the track (southeast corner) at Noblesville; rear exits located through the staff office/staff locker room or northeast exit at end of corridor at Carmel.
- While walking on the track, be cautious of other clients and/or patients using the track especially when people are entering/exiting the track.

### **Facility / Equipment**

- Equipment must be utilized in accordance with the manufacturer and staff’s instructions.
- If clients have questions regarding any of the equipment, they must check with the staff prior to use.
- Any equipment and / or facility malfunctions and / or breakdowns must be reported immediately to the staff.
- If a malfunction and / or a breakdown occurs that piece of equipment will be shut down for repair and there will be no compensation to the client for an equipment malfunction or breakdown.
- Do not drop weights or equipment on the floor. Always return the weights and equipment to their appropriate locations.
- Wipe perspiration from equipment following use with a sanitation wipe.
- All personal music devices used in the facility shall be permitted only with the use of headphones.
- Walking pass participants are not permitted** to use any equipment including treadmills, free weights, weight machines or other equipment. **Walking pass allows use of the track only.**

### **Equipment Utilization** *(Not applicable to walking pass clients)*

- Therapy patients take precedence over clients in regards to equipment and facility utilization.
- Sign-up may be required during peak time periods for utilization of cardiovascular equipment.
- The allotted time for cardiovascular equipment is 30 minutes.

### Locker Rooms

- Locker room utilization is restricted to the sex you were assigned at birth.
- Private locker rooms are available for client use.
- Boys over the age of 2 are not permitted in the Women’s Locker Room.
- Girls over the age of 2 are not permitted in the Men’s Locker Room.
- Lockers are available for use during the exercise session.
- Clients are responsible for providing a lock to secure their personal belongings.
- Personal belongings are not to be left in the lockers except when exercising.
- All locks must be removed when the client leaves the facility each day.
- Personal belongings (except keys) are not to be left in the gym or treatment areas.

### Attire

- While using the facility, shorts, t-shirts, tank tops, sweat suits, warm-up suits, leotards, or tights may be worn.
- There is to be no offensive language on shirts or shorts.
- Shirts must be worn at all times. No midriffs are to be shown.
- Jeans, jean-shorts, and clothing with **rivets/buttons** are not permitted while using **upholstered** equipment.
- Appropriate footwear must be worn at all times (no street shoes).
- Weight belts are not to be worn while using **upholstered** equipment.
- Jewelry should be removed when using weight equipment.

### Towel Service

- Towels will **not** be provided.
- Clients are responsible for providing toiletries (soap, shampoo, etc.).

### Food and Beverages

- Food and beverages will be restricted to the lounge areas, except during special events.
- Plastic water bottles are permitted.
- No glass bottles or containers are permitted in the facility.
- Alcoholic beverages are not permitted on Riverview Health property, including the facility.
- Smoking is not permitted within or around the facility.

### Lost and Found

- The facility and its staff are not responsible for damaged, lost, or stolen personal items.
- Clients may check for missing personal items. A lost and found box will be maintained at the front desk.

### Code of Conduct

- The use of profanity is prohibited at all times while within the facility.
- Any conduct that is deemed inappropriate, disorderly, or disrespectful of the rights of others, or that violates any of the foregoing rules and regulations, will result in the following:

1st Offense	Verbal or Written Warning and/or Dismissal from Facility for the Day without Compensation
2 <sup>nd</sup> Offense	Suspension from the Facility without Compensation
3 <sup>rd</sup> Offense	Revocation of Membership without Compensation

**I HAVE READ AND DO UNDERSTAND THE ABOVE RULES AND REGULATIONS AND WILL COMPLY WITH THE SAID REQUIREMENTS, AS AMENDED FROM TIME TO TIME. I UNDERSTAND THAT FAILURE TO ABIDE BY THE RULES AND REGULATIONS MAY RESULT IN DISCIPLINARY ACTION.**

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Printed Name

Participant Signature

Date Signed

IF THE PERSON PARTICIPATING IN THE ACTIVITY IS NOT YET 18 YEARS OLD: AS A PARENT OR LEGAL GUARDIAN OF THE ABOVE NAMED INDIVIDUAL, I VERIFY THAT I FULLY UNDERSTAND, AND ACCEPT ALL PROVISIONS OF THE RULES AND REGULATIONS, AS AMENDED FROM TIME TO TIME.

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Printed Name

Signature

Date Signed