



# Fitness Center Policies

## 1. Key Fob System

Everyone who utilizes the Ivy Tech Fitness Center MUST purchase a key fob for \$5 from the Business Office. The key fob will not only give you more access to the facility, but it is also your proof of membership and the method you must use to check-in on each visit. **YOU MUST HAVE THE KEY FOB WITH YOU EACH TIME YOU VISIT THE FITNESS CENTER OR YOU WILL NOT BE ALLOWED TO UTILIZE THE FACILITY.** The key fob will also give you access when there is no staff present.

After you sign the fitness center waiver and provide our staff with a copy of your current class schedule, you will receive a "Fitness Center Key Fob Form." The Fitness Center staff will stamp this form for you so you can take it to the Business Office to purchase your key fob for \$5. If you lose your key fob, you must purchase another one so keep this in a secure place (i.e. with car keys). For *students* and *community members*, the key fobs expire December 31 for the fall semester and mid-August for the spring/summer semester. Your key fob must be updated by filling out a new form at the Fitness Center each semester.

**Please note: If you're caught sneaking anyone into the Fitness Center who doesn't have a key fob or if you loan your key fob to anyone, your membership privileges will be revoked. Security and Fitness Center staff will be monitoring this closely.**

## 2. Guest

Guests are **NOT** allowed use of the Fitness Center. Only Ivy Tech students, faculty, and staff are eligible for a free membership. If you have a friend or family member who would like a membership, they can sign up and pay for a community membership each semester. Call (812) 429-0585 for details.

## 3. Lockers

Lockers are provided for your convenience. We no longer offer locker key service. To secure your items, you must bring a padlock or combination lock for the locker. Please remove your lock after each use as we don't have enough lockers for all our members to leave locks on permanently. If we find locks that are left on for long periods, we will have to resort to cutting off these locks. We are not responsible for personal items brought into the Fitness Center. Please use a lock to secure any valuable/personal items. All lost items found will be turned over to Security in Lost and Found.

## 4. Cleaning Exercise Equipment

Please use the paper towels in the dispensers and cleaning bottles to wipe down the equipment after each use. This helps prevent the spread of Covid-19 and other germs. Please do not spray directly on the cardio machines. Spray the paper towel first then clean the machine.

## 5. Dress Code

All participants need to respect others and wear appropriate clothing to the Fitness Center. Fitness Center staff reserve the right to ask anyone dressed inappropriately to change clothes.

**Acceptable:** Athletic shirts with short or long sleeves, athletic shorts, sweats, running tights, track suit, or warm-ups. Athletic shoes must be worn to exercise. Proper shoes help prevent foot and leg problems and make exercise fun. Fully enclosed athletic shoes, cross trainers, walking shoes, or running shoes are all appropriate.

**Unacceptable:** Shirtless, sports bras only, rubber/plastic suits or any revealing clothes. Cut-off shorts, casual pants or shorts, jeans or clothes with exposed rivets or zippers. Unacceptable shoes include open toe shoes, heels, dance slippers or cleats.

## 6. Equipment

It is important that you ask for directions or a demonstration if you're uncertain on how to perform an exercise. If you need a "spotter" ask fitness center staff for assistance. Please don't attempt to lift heavy weights without assistance. Please rack all weights (i.e. free weights, plates) when you have finished using a piece of weight equipment. Please report any equipment that is malfunctioning or broken to the fitness staff. All exercise equipment and classes are on a first come first serve basis, with students having priority before employees. Throwing or dropping weights will *not* be tolerated.

**PLEASE NOTE: ONLY CERTAIN EQUIPMENT WILL BE ACCESSIBLE WHEN THE FITNESS CENTER IS NOT STAFFED. YOU WILL ONLY HAVE ACCESS TO THE CARDIO EQUIPMENT, WEIGHT MACHINES, AND LIMITED FREE WEIGHTS**

## **7. Bring Your Own Towel**

You must bring your own workout and shower towels. The fitness center will no longer be supplying these.

## **8. Conduct**

The Fitness Center is a valuable benefit---treat it with respect. Using cell phones while on equipment is unsafe and not permitted. Any misconduct as described by the Ivy Tech Community College Student Handbook is not tolerated. Harassment of students or employees, disruption of activities, or willful destruction of College property will result in the loss of all privileges and referral for possible disciplinary action to College officials. Participants are not allowed to use abusive language or profanities while using the facility.

## **9. Music**

Please only wear ear buds when playing music. Loud and/or vulgar music will not be tolerated. Please be considerate of those around you.

## **10. Beverages/Food**

Only bottled water or clear plastic containers with lids are allowed to be carried in Fitness Center (including sports drinks). Participants are not allowed to have food in the fitness center or relaxation room.

## **11. Tobacco/Drugs/Alcohol**

These substances are not allowed in the Fitness Center/Locker Rooms/Relaxation Room. Any student/employee/community member suspected of being under the influence of drugs or alcohol will not be permitted to use the Fitness Center. Participants are not allowed to consume tobacco products of any kind while working out in the Center. Violators will be asked to leave, if he/she stays, then Ivy Tech security will be called.

## **12. Personal Hygiene**

Members are expected to maintain proper hygiene while using the Fitness Center. Showers are available. You must bring your own towel.

## **13. No Littering**

As a courtesy to others, use the trash receptacles and not litter the Center or shower facilities. Please pick up your towels, water bottles, newspapers or magazines.

## **14. No Animals**

Animals are prohibited in the Fitness Center, unless ADA compliant.

## **15. No Grunting!**

It is disturbing to others and is not the proper way to breathe while lifting weights. While it may be tempting to hold your breath during exercise, the most effective way to breathe during resistance training is to inhale as you lower the weight and exhale as you lift the weight. This helps to control your blood pressure and heart rate while lifting heavy weights.

## **16. Security Cameras**

The Fitness Center is under video surveillance at all times. Please be on your best behavior.

## **17. Relaxation Room and Aerobics Room Access**

The Relaxation Room/Lactation Room and Aerobics Room are only accessible when Fitness Center is staffed.

## **18. Fitness Center Entrance/Exit**

You must use the main entrance to the fitness center in the hallway for entering and exiting. The side exits are for emergency use only. If you are caught leaving or entering the fitness center through the side emergency exits, your fitness center privileges will be revoked.

## **19. In Case of an Emergency**

In the event of an emergency, please call security at (812) 492-0517 and call 911, if necessary. There is an AED (defibrillator) and fire extinguisher located on the wall near the front desk and by the women's locker room door. You can also press the emergency button underneath the front desk which will alert security in the event of an emergency.

## **20. Staff Hours**

Staff will be available during daytime hours Monday – Thursday. Hours are subject to change. Please contact Amy at 812-429-0582 or [alutzel@ivytech.edu](mailto:alutzel@ivytech.edu) with any questions.