



GROUP FITNESS STUDIO RESERVATION POLICIES, TERMS AND CONDITIONS

University Recreation (UREC) is responsible for the reservation of all meeting, ballroom and activity space in the Campus Center.

Pre-Meeting

Reservations for these spaces will be approved on a case-by-case basis and will require a pre-meeting between the Assistant Director of Fitness and Wellness and the hosting organization at least 10 days in advance. Pre-meetings can be scheduled by emailing wpowell@westga.edu or calling 678-839-5500.

Group Fitness Studio Information

The UREC Group Fitness studios are managed by the Fitness and Wellness program and primarily serve to host the group fitness classes that are offered to the campus community each semester. There is a large amount of fitness specific equipment including spin bikes, various pieces of weight equipment, steps, physio balls, bosu balls, mats, yoga equipment, etc. located in the studios. These items are meant to be utilized by the campus community while being instructed by a certified instructor employed by University Recreation during a sanctioned Group Fitness class. Each studio also has extensive audio/visual capabilities that must be controlled by a UREC employee.

Limitations

All organizations seeking time in the studios must observe the following:

1. UREC Group Fitness Classes will have priority scheduling every semester. Groups should be aware that from 11:30am - 1:30pm and from 5:00pm to 9:30pm Monday - Friday the studios will be unavailable to reservations outside of UREC Group Fitness.
2. Groups will be limited to 4 hours of reservable time in the studios per week.
3. Any group wishing to utilize the A/V in the studios must receive prior approval during the pre-meeting. We recommend groups bring their own audio/visual solutions.

Guidelines

1. All guests must adhere to Campus Center policies and procedures and organization members are responsible for holding their guest accountable. UREC employees must be respected or reservation privileges may be suspended.
2. Only non-marking, closed toed athletic shoes or dance shoes are allowed. Users must maintain proper footwear at all times while utilizing the studios with the exception of yoga classes.
3. Proper workout attire must be worn at all times. No cargo shorts, jeans, belts, or pants that contain zippers, rivets, or buttons that could potentially harm the equipment. Spandex shorts, tennis skirts, cheerleading shorts, etc. must cover the lower gluteal fold at all times. Shirt must cover the nipple and belly button area at all times. Sports-bras without an outer shirt are not allowed.
4. Groups are not permitted to utilize any fitness equipment located in the studios.



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5. Organization members nor guests can park in the reserved parking spaces, doing so at any time will result in the towing of such car and/or ticketing.
6. No beverage other than water, food or open containers will be permitted inside of the group fitness studios. Guests will not be allowed into the facility until the items are put away or disposed.
7. Chewing gum is not permitted in the Group Fitness Studios.
8. All personal items must be stored in the provided lockers in the fitness center or in the cubbies located in the studios. The Campus Center is not responsible for lost, broken, or stolen items. Lockers are provided at no charge in the fitness center. Cubbies are provided for participants, but staff members are not responsible for and are not permitted to hold valuables.
9. No dropping, throwing, tossing, or inappropriate use of any equipment. All equipment must remain in its designated room unless approved by director.
10. If you experience lightheadedness, dizziness, nausea, or any other discomfort that is intense enough to prevent you from teaching, please have participants take a water break and contact the Building Manager Immediately. Immediately report any injury you acquire to the building manager
11. The reservation point of contact must be present and readily available to staff throughout the duration of the event. This will be the staff's main point of contact for any issues or concerns. If the POC is not found, this may result in the event being shut down.
12. Organization members should notify event staff or the building manager of any violations, concerns or incidents that arise during the event.
13. Standing on chairs or benches, helium balloons, open flame nor candles are permitted inside of the Campus Center.
14. The primary contact of the organization must show up at their designated setup time or the reservation may be considered a no-show and cancelled.
15. Respect for equipment and facilities must be demonstrated at all times. Misuse of equipment and facilities may result in immediate expulsion and/or loss of additional recreation privileges.