



I acknowledge having received and read the Nashua Community College rules, regulations, policies and procedures relating to the activities, facilities and/or equipment that I may be using and understand that the safe and proper use of the facilities, equipment or participation in the activity is dependent upon carefully following such policies and procedures. I further acknowledge that I have the requisite skills, qualifications, physical ability and training necessary to properly and safely use the equipment and facilities and to participate in the Activity itself. If I have any questions as to what skills, qualifications or training is necessary to properly use the equipment, facility, or participate in the activity itself, I will direct such questions to the appropriate staff member on site. I have been given an opportunity to ask questions and understand what is expected of me. I acknowledge that failure to comply with these policies may result in loss of privileges at Nashua Community College facilities.

I, the undersigned, certify that I am in adequate physical condition and physically able to perform this Activity. I acknowledge the existence of risks in connection with exercise activities, assume risks, and agree to assume full responsibility for any injuries sustained by myself in the use of these facilities and/or its equipment.

If I need emergency medical treatment, Nashua Community College is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold Nashua Community College or the Community College System of New Hampshire responsible for any claims resulting from any medical treatment. I am aware that the Community College System of New Hampshire does not provide health insurance for me and I should carry my own health insurance.

**I have read and understood the foregoing assumption of risk, release of liability and indemnification, and I understand that by signing this form I am waiving valuable legal rights and taking on significant obligations.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian **(if under 18)**: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian **(Print Name)** \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Nashua Community College Wellness Center Orientation/Rules and Regulations

The purpose of the Orientation is to familiarize users with the general rules and regulations of the facility, proper use of the weight room equipment and proper gym etiquette. The five sections included in orientation are: 1. General Information 2. Equipment 3. Free Weights 4. Cardiovascular Equipment 5. Gym/Track/Locker Rooms.

### 1. General Information

- The Wellness Center may be used by all NCC students, faculty, and staff. **GUESTS ARE NOT PERMITTED.** All users are required to follow the Rules and Regulations.
- Classes taught by an outside vendor will have a fee attached based on the agreement between NCC and that vendor.
- You must also complete the **Wellness Center Sign-up Form** and **Emergency Contact Information** and return it to the Wellness Center Staff to be kept on file. **PLEASE READ THESE DOCUMENTS CAREFULLY!** The emergency contact information is confidential and will be shared with Wellness Center Staff, NCC Employees acting in an official capacity, and with emergency personnel as needed.
- You must have your ID validated each year at the Fitness Center. You should keep your ID for as long as you are at NCC. There is no charge for the first ID; however, any subsequent card will cost \$10.00 each. **Fees are paid at the Business Office**
- Please remember that a student must produce the NCC identification card when requested by a College Official.

### GENERAL USE GUIDELINES

- A. All users **must** have their ID with them to gain access to the Wellness Center facilities, including the Fitness Center, Gymnasium, Multi-Purpose Room, and Locker rooms. **NO CARD, NO ENTRY!**
- B. All users must sign in on the ledger provided. **PLEASE** print name and time legibly. The logs are an important document and must be completed properly. **DO NOT USE NICKNAMES OR INITIALS.** Staff is required to maintain the log sheets.
- C. Report all injuries to the Wellness Center Staff. We are required to complete an Accident Report and share the information with Campus Safety. Injured students, staff and faculty members **MUST** report the accident to Campus Safety within 24 hours. If there is any blood loss that may have been transferred to the floor or any equipment, it is critical that staff be notified so that area can be properly cleaned according to blood borne pathogens protocols.

### GENERAL USE OF FACILITY PROTOCOLS

- A. Shirts, and shoes must be worn at all times (non marking soles in gymnasium). No bare feet or socks
- B. No spitting
- C. No foul language or inappropriate behavior
- D. No food or drink allowed in the gym. Bottled water **ONLY**
- E. Please act responsibly and dispose of trash in the appropriate containers
- F. Emergency exits are for **EMERGENCY EXIT ONLY.** All users must enter and leave through the main building entrances only
- G. No loitering
- H. The Wellness Center Gymnasium, Fitness Center and Multi-Purpose Room are accessible only when staff is on duty. The schedule will be posted and revised as needed.
- I. **SAFETY RULES MUST BE OBSERVED AT ALL TIMES.**

### 2. CYBEX SELECTORIZED EQUIPMENT - Please read the instructions on each machine.

- A. Identify targeted muscle group
- B. Proper set up of the machine
- C. Wipe down equipment after use
- D. Please report any machine that may need repair

### 3. FREE WEIGHTS

- A. Spotters required on applicable exercises
- B. Do not drop weights
- C. Use end clamps

- D. Wipe down equipment after use
- E. Remove weight plates from bars and/or return dumbbells/weights to rack after use

Remember: Pain/discomfort may be an indication of improper form or injury and you should consult with a physician

#### 4. **CARDIOVASCULAR EQUIPMENT**

We encourage users to study user manuals prior to use. You may consult a staff member.

#### 5. **GYM/TRACK/LOCKER ROOMS**

- Activities in the gymnasium include intramural activities, organized pickup games (basketball, volleyball, indoor soccer, dodge ball) and other special events.
- Walking/running on the track will have a specified direction each day. Walkers will be on the inside lane and runners/joggers will be on the outside lanes. Respect must be given to the individual in front of you. When possible all passing will be done with respect and to the right of the individual.
- Lockers are **ONLY** for use while utilizing the fitness center, gymnasium, multi-purpose room, or during an NCC sponsored athletic event
- Users are responsible to purchase their own locks. Locks left on overnight will be removed by NCC staff. NCC is not responsible for any lost or stolen items.
- Shower areas are available. Users should bring their own towels and personal hygiene items.
- Some or all sections of the Wellness Center may be closed prior to/during special events. If Locker Rooms are closed, users are asked to make sure everything is out of the locker rooms by a specific time, generally a minimum of two hours prior to the game/event time.
- Please turn showers off after use.
- Please note: staff is not allowed to hold money/valuables for users.

#### **GENERAL RULES AND INFORMATION:**

- Stereo systems provided by NCC are for staff use only. If other music is requested (iPods, phones, etc.) members may request that staff use their music. Lyrics containing inappropriate lyrics will not be tolerated.
- The gym and/or fitness areas and lobbies may be closed periodically due to other college functions. As much advance notice as possible will be given.
- Announcements are posted on bulletin boards, the myNCC App, the NCC website, and on portable signs ~~posted~~ in the lobbies. Please look for them.
- **GUESTS ARE NOT ALLOWED TO USE THE FACILITIES!**
- Please report any damages, broken equipment, or other safety issues/concerns to staff.
- Glass containers are **NOT** allowed.
- No hanging on rims, backboards, support systems, railings, doors, etc.
- ID required for checking out equipment such as basketballs, volleyballs

#### **EMERGENCY PROCEDURES:**

- Any blood on equipment, carpet, floor, sinks, etc., must be reported to staff **IMMEDIATELY**. All areas **MUST** be cleaned according to blood borne pathogens protocols by staff.
- In case of an emergency, i.e. suspected heart attack, broken bone, etc. **NOTIFY STAFF IMMEDIATELY** or **911**. Do not move the victim.
- In case of fire alarm – shut off equipment you are using (treadmill, bike, etc) – Immediately proceed outside, at least 50 feet from the building. **DO NOT GO TO LOCKER ROOM FIRST** – Exit the building.
- Decisions and directions provided by staff are to be followed
- Policies may be amended as needed
- All policies of the Nashua Community College Handbook and Faculty/Staff Handbook, and laws of the State of New Hampshire apply.
- Non – Compliance of rules will result in disciplinary action, specifically but not limited to suspension of access to the Wellness Center.