

COLUMBUS CENTRE ATHLETICS FACILITIES PROCEDURES, RULES AND REGULATIONS

A. MEMBERSHIP - INTRODUCTION:

1. All members are required to complete a Physical Activity Readiness Questionnaire (PARQ) before using our Athletic Facilities for the first time. For your personal safety and well-being, we will make a determination regarding your general physical abilities, if we determine that you maybe a moderate or high risk health candidate, you will be required to complete a second document (Par-X), that both you and your family doctor will be required to sign. This document will serve as a medical clearance certificate before you start using our facilities and equipment.
2. We recommend that you check with your healthcare provider before starting a new fitness program in order to identify any possible health risks
3. While on the premises, if you experience discomfort, acute pain, dizziness, sudden headache or chest pain, stop exercising, stop using the equipment and amenities immediately, and inform a staff member or anyone in the vicinity, that you are not well.
4. Inform the manager or assistant manager to update any personal information on file, particularly if there are any changes in your medical condition.
5. We reserve the right to deny a membership application.
6. Concerns regarding membership issues should be directed to the Club Manager in person at the membership office or by email to fitness@villacharities.com.
7. Member will be required to sign a waiver & release, that reads as follows:
In the act of becoming a member of Columbus Centre (referred to as "the CC") I agree & acknowledge: that the CC will not be liable for death, injury, loss or damage suffered by me through or contributing to by any cause whatsoever including but not limited to, any negligent (including gross negligent) act &/or omission or breach of contract on the part of the CC, its directors, employees, contractors, independent consultants or other members(s); that CC premises will invariably be entered & exited (inclusive of the parking areas) entirely at my own risk & that the CC equipment & facilities will, furthermore, be utilized on this very same basis; that the CC would not be vicariously liable for any loss or damage suffered by me &/or other member(s) as a result of theft on the part of its employees, independent contractors, consultants or other member(s). In the process of becoming a member of Columbus Centre I &/or my estate, furthermore, indemnified the CC against any claim by any person arising directly or indirectly from my death, injury, loss or damage suffered by a member, allegedly caused or contributed to any act or omission by the CC, its directors, employees, contractors, consultants & agents.

B. MEMBERSHIP - CRITERIA:

ADULTS

8. There are two levels of membership available. General and Health Club, determine your needs and select the option most suitable to your needs.
9. A barcoded membership access tag will be issued to you with paid membership. The access tag will be disabled if your membership dues are not up to date; or if your membership has been terminated, suspended or frozen.
10. All members must have their photograph taken for the access tag.
11. Entry to our facilities are with the use of your access tag.

5. Report a lost/stolen tag at the membership office. A replacement tag will be issued for a \$5.00 fee.
6. Entry to the facilities without your access tag may be allowed to a maximum of three entries (with a government issued photo identification). Subsequent entries will not be permitted without a purchase of a new tag at the requisite \$5.00 fee.
7. The access tag is not transferable; and, is only for the use of the person for whom it was issued to. The use of the tag by friends or family members is prohibited.

CHILDREN AND YOUTH:

8. Children up to and including 5 years of age have free access to the facilities in non-restricted areas, and under the supervision of the parent at all times; and provided that the parent is in good standing & current in membership payments.
9. Children from 6 to 12 years of age are required to purchase their own membership; and, must be under the supervision of the parent at all times.
10. Youth between the age of 13 & 17 years of age are required to purchase their own membership; and, must be under the supervision of the parent at all times, unless a youth consent form has been signed and filed with our office, either by a parent or legal guardian.
11. Children under 12 years of age are not permitted in the main gym, the free weight gym, and the running track, however they may participate in age-appropriate programs & classes if being conducted by a Columbus Centre authorized fitness professional.
12. Children under 12 years of age may use the swimming pool & booked squash courts during off-peak hours, only under the supervision of the parent at all times
13. Parent(s)/legal guardian(s) may be asked to remove their child from a Columbus Centre program, if in the assessment of our staff, the child is upset, ill or disruptive.
14. Parents are not permitted to supervise their children during organized activities.
15. Children under 6 years of age may use any gender bathroom when accompanied by parent/guardian.

GUEST SERVICES:

16. Club Guests must complete a registration card and provide a government-issued photo ID. No guests are allowed in the athletic facilities without registration.
17. Guest under 17 years of age must be accompanied by the parent member at all times.
18. Guest or Members 17 years of age and under are prohibited from entering the Health Club facilities.
19. Guest or Members must be 13 years of age to be able to enter the main gym and use the workout equipment.

C. OPERATING RULES AND REGULATIONS

1. The operation hours of the facility are posted throughout. You are required to adhere to them without exception and unless otherwise notified. Due to insurance regulations, non-compliance can lead to disciplinary action, including suspension.
2. Pets (other than guide dogs) are not permitted anywhere on the premises.

3. Smoking is prohibited everywhere on the premises.
4. Alcohol and illicit drugs are prohibited on the premises.
5. No person is allowed to entry in the facility while under the influence of alcohol or illicit drugs.
6. Firearms or other weapons as determined by police services are prohibited on the premises.
7. Inappropriate behavior of any kind towards anyone on the premises including staff, will not be tolerated. Offensive language and remarks, violence, harassment of any kind will not be tolerated. Federal provincial and municipal legislation will be enforced to the full extent.
8. Soliciting of any product or kind is prohibited on the premises.
9. Any person causing any damage to facilities and equipment will be held responsible for cost replacement.
10. The use of any type of photographic equipment without the express consent of the Columbus Centre, including cell phones, video, etc., is prohibited.
11. Suitable & appropriate exercise clothing must be worn at all times while exercising in the workout areas. Closed training shoes must be worn at all times (except in the wet areas).
12. The use of Columbus Centre logo for promotional, marketing or advertising purposes is prohibited.
13. One individual in a shower cubicle at any one time (unless it's your own child under the age of four).

(a) Use of Lockers & Personal Belongings:

1. Lockers are provided in the change rooms to store your gear while you train (you must provide your own padlock). Smaller lockers are also available for a small charge, in the entrance hallway for your wallet, keys, sunglasses, cell phone, etc. Note that we do not undertake that the use of a locker or valuables locker will guarantee that theft or damage to your property will not occur. Check your personal insurance policy coverage for loss of personal effects. We do not accept responsibility for any loss or theft of money or loss or damage to personal property of members or their guests whether locked in a locker or otherwise.
2. Do not leave your belongings unattended in the change rooms or anywhere else on the premises at any time and report any lost or stolen item, immediately to reception.
3. Management reserves the right to open a locker, if there are reasonable grounds to determine that a locker is being used for inappropriate storage. We may open the locker & remove any articles within.
4. Belongings left in a non-rental locker overnight will be removed. Should the belongings not be claimed within 30 days, they will be donated to charity.
5. Daily locker rental is available for a monthly fee; Details are available at the membership office.

(b) Use of Equipment & Policies Governing our Gyms:

1. Equipment must only be used for its intended purpose; following the posted instructions. Should you have any questions, ask a fitness staff attendant for assistance.

2. Inspect equipment before use and do not use the equipment if it appears damaged and/or inoperable; or any component appears to be missing, worn and/or damaged.
3. Report damaged equipment or facilities to a staff member.
4. When using strength equipment make sure that the weight pin is completely inserted. Never pin the weight stack in an elevated position. Inspect all cables, straps & other connections.
5. Do not use dumbbells on any cardio equipment or any other equipment, other than equipment specifically provided by the manufacturer, to incrementally increase weight resistance on strength equipment.
6. All weights and equipment must be handled with care and should be returned to their designated places after use.
7. Ensure that the treadmill has come to a complete stop before stepping onto or getting off a treadmill.
8. Wipe equipment after use with the provided disinfectant provided.
9. Be courteous to your fellow members and always ask to work in/alternate on equipment
10. No food, glass bottles or gym bags are allowed on the training floor, except for plastic water bottles and sports drinks.

(c) Personal Training:

1. Details regarding the engagement of an authorized personal trainer can be obtained at the reception desk or by referring to the Personal Training Boards located in the corridor leading to the activities area more specific information can be obtained by contacting the membership office at fitness@villacharities.com.
2. Only authorized Columbus Centre Personal Trainers are permitted to provide personal training on the premises. Personal Training of any nature, including training by other is prohibited.

(d) Whirlpool, Sauna & Steam Room:

1. No person under 18 years of age is allowed use of the whirlpool, sauna or steam room.
2. Person at risk, be it elderly, pregnant or suffer from heart disease, diabetes, high/low blood pressure or any other serious medical condition are advised not to use the whirlpool, sauna or steam room.
3. A thorough shower is required before entering the whirlpool, sauna, and steam room; observe a reasonable time limit (10 minutes).
4. Sit on a towel when using the sauna or steam room; appropriately cover your body with a towel; avoid the use oils, creams or cosmetic products in the whirlpool, sauna or steam room; do not shave or exfoliate; do not dry clothing or towels in the sauna; do not touch the sauna hot rock unit or steam room pipes.
5. Facilities maybe closed for time to time for a health and safety and maintenance as required.

(e) Use of Studios:

1. Some classes may need to be pre-booked or may have maximum person capacity load.
2. Class timetables and instructors may change from time to time without notice. Check the notice boards or website for all the latest details.
3. Arrive at least 5 minutes before the start of class, no entries will permitted later than 15 minutes after commencement.

4. Prior to class, inform the instructor regarding any health issues such as pregnancy, or illness and injuries.
5. Once a class is in progress, no members are allowed to enter and join the class in progress.

(f) Swimming Pool:

1. Pool use rules are posted in two places along the pool deck, on the west and south walls. These rules must be adhere to all times
2. Every bather must shower thoroughly with soap and warm water prior to entering the pool (Reg. 565).
3. Long hair must be tied back.
4. Do not use oils, creams, or make-up prior to entering the pool.
5. Food is not permitted on deck. Glass is not permitted anywhere in the pool area. No exceptions.
6. Outdoor footwear may not be worn on the lower pool deck (Reg. 565).
9. Equipment may be used only at the discretion of the lifeguard on duty.
10. Children 7 years of age and younger must be accompanied in the water by a guardian 16 years of age or older and be within arm's reach of that guardian at all times. Children 8 – 11 years of age can be admitted into the pool without a guardian, provided that a guardian 16 years of age or older is in the pool area. The ratio of children accompanying a guardian must be no greater than 3 to 1, regardless of age.
11. All children under 12 years of age must pass a deep end test to go into the deep end.
12. Deep End Test - One length of the pool with a recognizable stroke and one minute of treading water. See the lifeguard on duty to complete the test.
13. Pool fouling can occur and may cause pool closures.
14. For health and safety reasons, the pool may be shut down for periodic maintenance.

Lane Swim Etiquette

14. Choose the appropriate lane for your pace: Fast, Medium or Slow.
15. Lifeguards have the responsibility and authority to ask you to move to a specific lane.
16. When entering a lane, give swimmers the right of way and notify them that you are entering.
17. Parallel swimming can be done until a third person enters the lane. Circle swimming will commence in a counter clock-wise direction when all swimmers have been notified and are ready.
18. Allow faster swimmers to pass you once you have reached the end of the pool. If you are consistently being passed, please move to a slower lane.
19. When pausing at the end of the pool, move to the corner of the lane in order to allow other swimmers to continue swimming laps.
20. Walking, aqua-jogging and stationary exercises can only be done in the Slow or Rec Swim lane. These activities cannot be accommodated during Lap Swim Only times.

(g) Tennis Courts:

1. Members and their guests are allowed to use the Tennis Courts without a reservation, however proper booking will ensure ownership of the court sought.

2. Members' guests are welcome and may only pay a maximum of 3 times during the season, for a fee of \$10.00 per guest, per time. Guest fees are payable at the Membership Office PRIOR to playing. Fees are subject to change.
3. Court reservation will be taken up to 48 hours in advance.
4. Members are allowed one confirmed booking per day.
5. Single name reservation will not be allowed.
6. Booking under a false name will result in losing the court that has booked, and telephone booking privileges.
7. Play periods of one hour duration. Exceptions are made for Club events and programs. At the end of playing period, players may continue to play if there is no one waiting for that court.
8. Reservations will be considered defaulted 10 minutes after the play time period has been commenced.
9. Players not honoring reservations will lose booking privileges.
10. Cancellations must be made at least 2 hours to court booking time.
11. Members under 17 years of age may only book courts between the hours of 9:00am and 6:00pm, Monday to Friday. Youth Members may play anytime during weekend hours, except during Club's special events.
12. Children under the age of 8 will only be permitted in special programs.
13. Youth may play after hours as long as their parent/guardian is a member, and is playing with the youth.
14. Court 1 is designated for teaching. Members may use Court 1 if the tennis Pro is not using it.
15. Outside Pros/Coaches are not allowed to teach at Columbus Centre.
16. No unauthorized teaching/coaching is permitted.
17. Baskets of balls are for the use of the teaching staff only. Unauthorized use is prohibited.
18. Players must use more than 3 balls per court.
19. No food or drinks allowed on the court, only PLASTIC water bottles. No GLASS containers.

COURT ETIQUETTE

1. Proper tennis attire must be worn, (shorts, shirts & non-marking athletic shoes). No abbreviated clothing, (i.e., cut-off shorts or shirts), or black soled shoes.
2. To access a court, players shall not pass through or behind a court while the ball is in play. Before entering a court where a match is in progress, players must wait until the point is over.
- 3. Loud abusive profane language, racquet throwing or hitting balls indiscriminately is prohibited.**
4. All Members and their Guests are expected to behave in a manner which will not disturb other players.
5. The highest type of ethical behavior is expected from every Member and their Guest. Players are under an obligation to avoid acts that are unethical and detrimental to the game of tennis.
6. Let's have fun on the courts and be respectful of others.

(h) Squash Courts:

1. Court bookings are for 50 minute sessions only.
2. One session per game allowed to be booked at peak times (times need to be identified).
3. Bookings can be made by phone or in person, at the control desk in the membership office.
Bookings can only be made a maximum of 24 hours in advance.
4. Notify reception of required cancellations, no less than two hours prior to your scheduled booking.
5. If you do not arrive within 10 minutes of your booked court time, you lose your right to the court.
6. Appropriate squash shoes with non-marking soles must be worn on the courts at all times.

E. HEALTH & SAFETY:

1. Be aware of emergency exits, equipment and posed procedures. In the event of an emergency notify staff, CALL 911, and follow the staff's instructions.
2. Adhere to health & safety notices displayed throughout the facility.
3. Do not tamper with fire doors or any safety devices.
4. Do not run through the facilities. Be aware of the different floor surfaces that you move across as you walk through the Club. As ongoing cleaning & maintenance will be taking place, related tools & equipment may be hazardous and some floor surfaces may be wet and therefore slippery. Proceed with caution in these areas.
5. Any injuries/incidents and/or hazards are to be reported to Columbus Centre staff.

F. USE OF ON-SITE PARKING FACILITIES

1. Parking is available in designated spaces free of charge, evenings after 6:00pm and on the weekends.
2. Pay parking applies Monday through Friday from 6:00am to 6:00pm. All paid Members are entitled to the first 4 hours of parking free of charge with the proper use of a fob issued with paid membership.
3. All parking violations will have to be redressed by parking operator Parklink NOT Columbus Centre.
4. Parking regulations may change from time to time with notice.
5. Parking fees may change from time to time with notice.