

# JOINING ST HUGH'S COLLEGE GYM IS AS EASY AS A.B.C

## ***Everyone must complete the Application Form to become a Gym Member***

- **Application Form** – complete this form: <https://forms.office.com/e/h2B88cFei7>
- **Better Knowledge of Equipment** – watch the induction video
- **Charges** – the joining fee will be charged to battels

## **Membership**

All current St Hugh's members can apply to join the gym.

You will be required to fill in an application form each time you renew your membership.

## **Application Form**

The Application Form is found [here](#).

For any questions, please contact the Accommodation Manager, at [accommodation.manager@st-hughs.ox.ac.uk](mailto:accommodation.manager@st-hughs.ox.ac.uk)

Please remember to enter your University Card number (7 digits) and expiry date. Without this information we cannot process your form and it will delay the activation of your membership.

## **Induction Video**

The Induction video is applicable to everyone – new members and existing members. You will need to watch the gym induction video online. When you fill out the membership application form you will need to sign to agree to the instructions given in the video and the College's terms and conditions for the use of the gym. (<https://www.youtube.com/watch?v=-Ecxfst-2vg>)

Your membership will not be activated unless your signature is clearly legible on the membership form.

## **Membership Process**

There is quite a lot of administration involved to activate your membership - administration of your application form, charging your battels, activating your card. We appreciate that you are eager to use the gym as soon as possible and we will endeavour to make this happen as quickly as possible.

Once your application has been processed, you will receive an email explaining that you need to update your Bod. Card by placing it on the silver pad at the entrance to the Main Building. This will update the card to allow you access to the Gym – and you're good to go.

If you choose to cancel your membership, once your card has been activated, you will still be charged the minimum fee of £35, the equivalent of one term's membership. Only exceptional cases will be considered for refund.

## **Access to the Gym**

Access to the Gym is via RTB. You will need your card to access all three rooms of the Gym. The Gym doors are unlocked at 7am and locked at 10pm each day. If you experience problems accessing the Gym, speak to Ciara Cronin, Accommodation Manager or to the Lodge. The gym closes during vacation periods.

# Gym Guidelines

## DOs

- Wear clean clothes and footwear whilst using the gym. Dry, closed-top athletic shoes are required. No dress shoes, boots, sandals or flip-flops are permitted.
- Warm up before exercising.
- Drink plenty of water before, during and after exercise to make sure you don't get dehydrated.
- Stop if you feel uncomfortable.
- Be considerate to others when using the music system as your choice of music may not be agreeable to others.
- Be courteous to other members whilst working out.
- Make sure you cool down with some stretches at the end of your work-out.
- Return all equipment to its designated place.
- Clean the machines, using the paper towels provided, after use.
- Dispose of plastic cups and paper towels in the waste bin provided and keep the area tidy.
- Use the telephone in emergencies only. In the event of an emergency, please call the Lodge. The number is clearly displayed next to the phone. External calls cannot be made from this extension.
- Remember to switch off lights and other electrical equipment i.e. fans and music systems, if you are the last person to leave.
- Exit the Gym promptly before closing time.

## DON'Ts

- Linger on equipment. Members should not monopolise the equipment.
- Take food or drink (except water) into the Gym. Glass (i.e. bottles) is prohibited. You are encouraged to bring water in plastic containers although a water machine is provided.
- Be overly noisy. You must give due consideration to other members working or living in upper and neighbouring rooms.
- Misuse equipment as this can result in injury and/or damage to the equipment.

## Strictly Prohibited

No alcohol, drugs, or smoking are permitted. You are prohibited to use the facility or engage in any activity while under the influence of drugs or alcohol.

Whilst in the Gym, inappropriate conduct will not be tolerated. Such conduct includes, and is not limited to, using loud, abusive, offensive, insulting, demeaning language, profanity, lewd conduct or any conduct that harasses or is bothersome to members.

Unauthorised access is not allowed. It is imperative that only St Hugh's members are admitted to the Gym. Admitting non-members may lead to the loss of membership. No exceptions will be tolerated.

Members are not permitted to invite guests and/or demonstrate equipment for said guests to use.

# **Terms and Conditions of Membership of St Hugh's College Gym**

## **1. The Facility**

- 1.1 The Facility is the room in which St Hugh's College Gym is located, (currently in the basement of RTB).

## **2. The College**

- 2.1 The College shall manage and operate the Facility and matters in relation to it.

## **3. Membership**

- 3.1 All current members of the College, including members of the JCR, MCR and SCR and members of staff, may become members on payment of the membership fee and confirmation of having watched the induction video.
- 3.2 The membership fee shall be set by the College at the start of each academic year and shall be charged to battels.
- 3.3 The induction program shall be defined by the College and reviewed annually.
- 3.4 The College may at its sole discretion exclude any member for any length of time if it determines that the member has acted irresponsibly or in disregard of Gym rules.

## **4. Members' List**

- 4.1 The College will maintain an up-to-date list of members.
- 4.2 Use of the Gym by non-members is strictly forbidden. Any member who becomes aware that a non-member is using the Gym has a duty to report this matter to the Lodge Porter. Failure to do so will result in that members' exclusion.
- 4.3 It is forbidden to lend the gym card to anyone (members or non-member) or allow a third party to access the gym.

## **5. Use of the Facility**

- 5.1 The Gym opening hours will be determined by the College (currently proposed to be 07:00-22:00)
- 5.2 No more than 20 people may use the Gym at any one time.
- 5.3 You must use the cleaning products provided by the College to wipe down your equipment after use.
- 5.4 The gym will be deep cleaned by Housekeeping before the College closes for Christmas.
- 5.5 The College may assign certain times for priority use by Colleges sports teams. Individual cards will be programmed to access the Gym upon completion of membership.
- 5.6 The Gym is usually closed and not available to students during the summer months, exception to this will be considered, please email to Accommodation Manager.
- 5.7 Members must wear the correct footwear in the Gym at all times – Dry, closed-top athletic shoes are required. No dress shoes, boots, sandals or flip-flops are permitted.

## **6. The Equipment**

- 6.1 Members must follow the posted instructions using Gym equipment.
- 6.2 Any equipment failures must be reported to the Lodge immediately.

## **7. Limitations of Liability**

- 7.1 The member acknowledges that the College's obligations and liabilities in respect of the Facility are exhaustively defined in this agreement.
- 7.2 The College accepts liability for repairing the equipment.
- 7.3 The member is responsible for the consequences of any use of the Facility.
- 7.4 The member is responsible for checking the equipment of the Facility for damage prior to use.
- 7.5 College accepts no responsibility for any loss or damage to members or their personal belongings whilst using the Facility.