

# THE DISEPIO INSTITUTE FOR RURAL HEALTH AND WELLNESS

**Policy Title:** FITNESS CENTER MEMBERSHIP

**Effective Date:** 03/01/09

**Last Revision:**

## I. Policy Statement

The DiSepio Institute administration recognizes its responsibility to establish guidelines for use of its Fitness Center to foster proper utilization and to assure that funds are available to maintain and replace equipment and furnishings. To that end, the Fitness Center will be available for use on a membership basis. This policy and the supporting procedures define the Fitness Center membership application process, the different membership categories, and the relevant fees.

## II. Membership Categories and Definitions

- a. Enrolled Student Member: Person registered and paid for classes in the fall, spring, and/or summer sessions.
- b. Employee Member: Person employed by Saint Francis University or its affiliate organizations.
- c. Couple Members: Employee of Saint Francis University or its affiliate organizations and spouse.
- d. Family Members: Employee of Saint Francis University or its affiliate organizations, spouse and one or more dependents. Please see the Family Membership Policy for more information.
- e. Guest: Person who does not meet any of the criteria in the above categories and is sponsored by a member. Eligible guests must be 18 years of age or enrolled in an institution of higher education. Please see the Guest Policy for more information

## III. Membership

- a. A Membership to the Fitness Center includes access to the Fitness Center during all open times and reduced rates for the Group Exercise Classes that are held on site in the Group Exercise Room. The rates for the Group Exercise Classes are determined on an individual class basis. Each member must complete a membership application to be granted access to the fitness center.

## III. Family Membership Policy

- a. A family membership is available to an employee of Saint Francis University or its affiliate organizations, the employee's spouse, and the employee's dependents.
- b. An eligible dependent must be 1) an unmarried child, step-child, ward, or person for whom the employee is in loco parentis (legally responsible for the parental care) and 2) between the ages of 17 and 23.
- c. Eligible dependents must be accompanied by a parent or guardian at all times to access and utilize the Fitness Center.

## IV. Children Policy

- a. No dependents under the age of 17 are permitted in the Fitness Center, unless under the care of a healthcare professional.
- b. Dependents under the age of 17 are permitted in the DiSepio Institute and can participate in classes that are organized specifically for their age group.
- c. Parents and guardians must be in the facility at all times that their dependent is participating in a program, unless noted otherwise on the program description.

## V. Guest Policy

- a. Eligible guests must be 18 years of age or enrolled in an institution of higher education.
- b. Guests must be accompanied by a member of the Fitness Center at all times.
- c. Members are permitted two guest passes per day.
- d. All guests must register at the membership service desk.

- e. Guest passes are good for one day (date of issue) and are not refundable or transferable.
- f. Reentry on the same day is allowed provided the same sponsor escorts the guest.
- g. Individuals seeking admittance to the Fitness Center may not solicit a member to sponsor them as a guest. Individuals found soliciting will not be issued a pass.
- h. Individuals found to be in violation of this policy may be denied admittance at the discretion of the Fitness Center staff.
- i. Members are responsible for the conduct of their guests while in the Fitness Center and must remain in the building while the guest is using the facility.
- j. Members are responsible for informing guests of the Fitness Center policies, rules, and regulations.
- k. Failure by a guest to follow any of the Fitness Center policies/procedures may be cause for that guest and that guest's sponsor to be immediately removed from the facility.
- l. How to obtain a guest pass:
  - 1. Go to the membership service desk.
  - 2. The guest and the member will be asked to fill out the guest form.
  - 3. Members will have to present their ID card and the guest will have to provide a picture ID with proof of age. Acceptable forms of ID are as follows: Driver's License, School ID, Military ID, and Passport with current picture.
  - 4. Pay for the pass. Guest pass rates: \$5 for students, \$5 Faculty/Staff

## **VI. How to Join**

- a. Obtain a membership application brochure at the membership desk in the Fitness Center or from the DiSepio Institute web site.
- b. Complete the membership form and submit it with payment (see below for membership fee categories) to the Health Promotion and Service Specialist or the Administrative Coordinator.
- c. Each member must complete a membership application in order to be granted access to the fitness center.
- d. Access to the Fitness Center will be granted at the time of payment through the activation of your university ID card or Pass Card for spouses and family members.

## **VII. Payment Schedule**

### **a. Enrolled Students**

- 1. The Fitness Center membership fees are included in University tuition.
- 2. When a student pays all fees, charges, and turns in their membership application, the student's access to the Fitness Center will be activated.
- 3. A student registered and fully paid for the ensuing fall semester classes will be granted access to the facility over the summer.

### **b. Employee**

- 1. Full-time employee's may choose to pay for their membership per semester or per monthly payroll deduction.
- 2. Semester membership rates: Fall= \$75, Spring= \$75, Summer= \$75, Monthly Payroll Deduction (24 pay periods) = \$ 6.25/pay period (Total= \$150)
- 3. For full-time employees, a benefit of electing payroll deduction is that the member will receive the summer at no additional charge.
- 4. Part-time university employees do not have the option of payroll deduction and will pay per semester.
- 5. Members who join prior to or during a semester will have their fees prorated.
- 6. Membership duration for a semester begins the first day of classes and ends the first day of classes the following semester. For example, fall semester membership: begins the first day of classes in the fall semester and ends the first day of classes in the spring semester.
- 7. The Fitness Center requires members to carry current health insurance at the time of sign-up and during the duration of their membership and provide proof upon request. Failure to have or provide proof of insurance will result in a member forfeiting his/her membership.

8. For semester fees, checks are to be made payable to: DiSepio Institute for Rural Health and Wellness.
9. When an employee pays all fees, charges, and turns in their membership application forms, their access to the Fitness Center will be activated.

**c. Couples**

1. For a couple's membership, full-time employees can choose to pay for their membership either per semester or per monthly payroll deduction.
2. In the case that both individuals that purchase a couples membership are employed at Saint Francis University or its affiliate organizations, they must denote a primary member if electing to pay per monthly payroll deduction. The primary member will complete the payroll deduction form, and list the name of the secondary member on the form.
3. Each member must complete a membership application to be granted access to the fitness center.
4. Semester membership rates: Fall= \$110, Spring= \$110, Summer= \$110, Monthly Payroll Deduction (24 pay periods)= \$9.17/pay period (Total =\$220).
5. For full-time employees, a benefit of electing payroll deduction is that the member will receive the summer at no additional charge.
6. Part-time university employees do not have the option of payroll deduction and will pay per semester.
7. Members who join prior to or during a semester will have their fees prorated.
8. Membership duration for a semester begins the first day of classes and ends the first day of classes the following semester. For example, Fall Semester Membership: begins the first day of classes in the fall semester and ends the first day of classes in the spring semester.
9. The Fitness Center requires members to carry current health insurance at the time of sign-up and during the duration of their membership and provide proof upon request. Failure to have or provide proof of insurance will result in a member forfeiting her/her membership.
10. For semester fees, checks are to be made payable to: DiSepio Institute for Rural Health and Wellness.
11. When all fees and charges are paid, and when membership applications are completed, the employee's and spouse's access to the Fitness Center will be activated. If the spouse on the couple's membership is an employee of Saint Francis University or its affiliate organizations, they will utilize their University ID card. In the case that the spouse on the couple's membership is not an employee of Saint Francis University or its affiliate organizations, the employee's spouse will receive a Pass card to gain access to the facility. These cards must be presented with valid photo ID in order to gain access to the Fitness Center. Valid forms of photo identification are defined as a driver's license, military ID, or a passport with current picture.

**d. Family**

1. For a family membership, full-time employees can choose to pay for their membership either per semester or per monthly payroll deduction.
2. In the case that both adult individuals that purchase a family membership are employed at Saint Francis University or its affiliate organizations, they must denote a primary member if electing to pay per monthly payroll deduction. The primary member will complete the payroll deduction form, and list the name of the secondary member on the form.
3. Each member must complete a membership application in order to be granted access to the fitness center.
4. Semester membership rates: Fall= \$150, Spring= \$150, Summer= \$150, Monthly Payroll Deduction (24 pay periods)= \$12.50/pay period (Total= \$300).
5. For full-time employees, a benefit of electing payroll deduction is that the member will receive the summer at no additional charge.
6. Part-time university employees do not have the option of payroll deduction and will pay per semester.

7. Members who join prior to or during a semester will have their fees prorated.
8. Membership duration for a semester begins the first day of classes and ends the first day of classes the following semester. For example, fall semester membership: begins the first day of classes in the fall semester and ends the first day of classes in the spring semester.
9. The Fitness Center requires members to carry current health insurance at the time of sign-up and during the duration of their membership and provide proof upon request. Failure to have or provide proof of insurance will result in a member forfeiting his/her membership.
10. For semester fees, checks are to be made payable to: DiSepio Institute for Rural Health and Wellness.
11. When all fees and charges are paid, and membership applications are completed, the employee's, spouse's, and dependent's access to the Fitness Center will be activated. If the spouse on the family membership is an employee of Saint Francis University or its affiliate organizations, they will utilize their University ID card. In the case that the spouse on the family membership is not an employee of Saint Francis University or its affiliate organizations, the employee's spouse, as well as their dependents, will receive a Pass card to gain access to the facility. These cards must be presented with valid photo ID in order to gain access to the Fitness Center. Valid forms of photo ID are defined as a driver's license, military ID, or a passport with current picture.

### **VIII. Membership Termination**

- a. Employees, Couples, and Family members who wish to terminate their monthly membership must submit a completed membership cancellation form and stop payroll deduction form to the Health Promotion and Service Specialist.
- b. Employees, Couples, and Family Members will not receive a refund if they choose to cancel a semester membership or if their membership has been terminated by the administrative staff of the DiSepio Institute.
- c. At the time the employee cancels an Employees, Couples, or Family membership, access to the Fitness Center is removed and the ID card and pass cards are deactivated for use at the Fitness Center.
- d. Payroll deduction cancellation: when a member cancels membership and is paying through payroll deduction, the following process will take place:
  1. Member submits membership termination form and checks 'Stop payroll deduction.'
  2. Form will be sent to payroll and access to the Fitness Center will be immediately terminated.
  3. Faculty or staff member will be charged one more pay period after the form is submitted.
  4. Upon initial registration, faculty and staff are given immediate access and not charged until the ensuing pay period. Therefore, once a membership is terminated, there will be one more payment deducted from their paycheck.
  5. Members who have had Fitness Center privileges revoked or suspended are not eligible for refunds of their membership fees.

### **IX. Identification**

- a. All users of the Fitness Center must have an ID card with a picture. Although issued by University Police, temporary ID cards are not accepted as a form of ID.
- b. A member's ID card or Pass Card must be presented at the Fitness Center service desk in order to be granted access to the Fitness Center.
- c. False identification will be confiscated and turned over to the University Police. Individuals who present false identification or whose ID card is presented by another individual will be asked to leave and/or may lose Fitness Center privileges.
- d. In the case of a student's ID card registering 'no access' to the facility, members will be sent to see the Health Promotion and Service Specialist. The member will not be granted access until the situation is rectified.

### **X. Forgotten ID**

- a. A member must present a valid photo ID. Acceptable forms of ID are Driver's License, School ID, Military ID, and Passport with current picture.
- b. Member must complete a Forgotten ID card form.
- c. Fitness Center Associate or Health Promotion and Service Specialist verifies eligibility and approves or denies access based on ID card database.
- d. Members are only permitted to forget their ID card once per week.
- e. Members who abuse this policy by consistently forgetting their ID card may forfeit the privilege of the Forgotten ID Card policy.

### Membership Fees

Category	Fee	Requirements
Full or Part-time Students	Included in Student Tuition	University ID Card
Full and Part-time Faculty and Staff	Fall Semester- \$75 Spring Semester- \$75 Summer- \$75 Monthly Payroll Deduction- \$12.50 (only available to full-time employees)	University ID Card
Couple	Fall Semester- \$110 Spring Semester- \$110 Summer- \$110 Monthly Payroll Deduction- \$18.33 (only available to full-time employees)	University ID card for employee Pass Card for spouse
Family	Fall Semester- \$150 Spring Semester- \$150 Summer- \$150 Monthly Payroll Deduction- \$27.50 (only available to full-time employees)	University ID card for employee Pass Card for spouse, and eligible dependents See Family Policy
Guests	Student Sponsor: \$5 Staff/Faculty Sponsor: \$5	See Guest Policy
Group Exercise Classes	Assessed on a per class basis Members of the Fitness Center will have a reduced fee	University ID Card Pass Card for spouse, eligible dependents, community members