

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

To Become a New Member (or if your membership has lapsed for more than 2 years)

- Application Form – complete this form in full and return
- Better Knowledge of Equipment – sign up and attend an induction session
- 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.

If your membership lapses for more than 2 years you will be deemed as a new member.

The Gym is publicised by email to all members of College at the end of each academic year, at the beginning of Michaelmas, Hilary and Trinity terms.

Application Form

The Application Form is available from the Accommodation Manager, 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.

Inductions

Inductions are applicable to all New Member and Old Members who have not used the facilities for a 2 year period. Details for Induction sessions will be emailed to new members prior to, or at the beginning of each term. Inductions are arranged at the beginning of each term, usually in 0th week. Times are dependent upon demand. Each session lasts approximately 20 minutes and is held in the gym by a qualified instructor.

At the induction you will be asked to sign an attendance sheet by the Instructor. Your membership will not be activated unless your signature is clearly legible on the attendance sheet. The Instructor will provide a copy of the attendance signature sheet to the Accommodation Manager to process your membership.

Membership Process

Believe it or not, there is quite a lot of administration involved to activate your membership. Administration of your application form, entering your data on a database, liaising with the Finance Office (to charge your battels) and Accommodation Office (to activate your fob) to name but a few. We appreciate that you are eager to use the gym as soon as possible, following your induction, and we endeavour to make this happen as quickly as possible.

Upon receipt of the induction attendance signature sheet from the Instructor, you will receive an email confirming that your application is now being processed and you will be asked to bring your fob to the Accommodation Manager to have Gym access added.

If you choose to cancel your membership, once your fob has been activated, you will still be charged the minimum fee of £33, 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 key fob 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 Magdalena Robinson, Accommodation Manager.

Other Stuff

Most people will choose to join at the beginning of Michaelmas Term, however, current members will have the opportunity to renew their membership, before they depart for the summer vacation at the Current Years Rates. To qualify for this benefit, a completed application form must be received by the Accommodation Officer by the end of Trinity Term (before you depart College). And even better, the membership fee will not show on your battels account until the new academic year.

Current members will be emailed during Trinity Term advertising the above.

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.



St Hugh's College

Gym Membership Application Form

This form is to be completed in full by all those wishing to become a member of St Hugh's College Gym.

Please complete all details and return to the Accommodation Office. Any queries about the gym should be directed to the Accommodation Manager (accommodation.manager@st-hughs.ox.ac.uk).

Full Name Date of Birth

Email Address

I hereby apply for membership to the St Hugh's College Gym for:

A term [£33.00] / **An academic year** [£65.00]

I authorize the College to charge my battels accordingly.

Please read the following questions carefully and answer each one honestly:

****Please note that if you circle yes to any of the following questions, a doctor's note confirming that you are able to use an unmanned gym will be required before your membership can be completed****

- | | | |
|---|-----|----|
| 1. Has your doctor ever said that you have a heart condition? | Yes | No |
| 2. Has your doctor ever suggested that you restrict your physical activities? | Yes | No |
| 3. Do you have high/low blood pressure? | Yes | No |
| 4. Have you ever experienced chest pains when you were not doing physical activity? | Yes | No |
| 5. Have you ever experienced chest pains whilst undertaking physical activity? | Yes | No |
| 6. Do you suffer from dizziness? | Yes | No |
| 7. Do you suffer from loss of consciousness or fainting? | Yes | No |
| 8. Do you have a bone or joint problem aggravated by physical activity? | Yes | No |
| 9. Is your doctor currently prescribing medicine for you? | Yes | No |
| 10. Do you know any reason why you should not do physical activity? | Yes | No |

I have read, understood and completed this questionnaire to the best of my knowledge.

I have read, understood and agree to the Terms and Conditions of Membership (separate sheet).

Signature Date

FOR OFFICIAL USE ONLY

University Card Number

Expiry Date

Date Inducted

Room Number

Fob Updated

Membership Number

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 completion of the induction program.
- 3.2 The membership fee shall be set by the College at the start of each academic year and shall be charged to battles.
- 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 Accommodation Officer. Failure to do so will result in that members' exclusion.
- 4.3 It is forbidden to lend your fob to anyone (members or non-member) or allow a third party to access the gym using your fob.

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 The College may assign certain times for priority use by Colleges sports teams. Individual fobs will be programmed to access the Gym upon completion of membership.
- 5.4 Members must display their membership card on the board provided. Failure to follow this rule could result in penalties including loss of membership.
- 5.5 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 Accommodation Manager 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.