

# RCMS Fitness Center Handbook

## Rules and Regulations

1. All patrons who enter the RCMS Fitness Center must be a paid member. Anyone who uses the fitness center must pay dues outlined at the end of the handbook. All members will be charged yearly or by trimester which is any 4 month period. (see dues)
2. All recommended patrons and any RCCU#1 faculty member that would like to be a member of the RCMS Fitness Center must read the handbook, fill out all required forms, and pay dues in order to receive their key fob for access to the center. In order to be a recommended patron (persons not employed by RCCU#1) a person must have a recommendation from any current RCCU#1 employee that is a member of the RCMS fitness center. RCCU#1 employees may pick up a recommendation sheet from the front of the sign in the booklet on the desk in the back corner of the fitness center. Please note that all employees recommending a new patron to the fitness center MUST sign their name to the recommendation sheet that they are giving to a possible new member.
3. Any RCMS Fitness Center member is responsible for the behavior of and damage caused by any dependent 18 years and younger. Please note any child using the equipment should be paying to use the fitness center.
4. Anyone using the RCMS Fitness Center will be doing so at their own risk. RCCU #1 is not responsible for any injury that may occur to individuals participating in any exercise activity. These activities are done on a voluntary basis.
5. Anyone using the RCMS Fitness Center is REQUIRED to sign in and out each time they access the facility. A book is placed on the desk in the back corner of the fitness center for all members to sign in and out.
6. The RCMS Fitness Center is intended to provide a clean, safe, and enjoyable place to exercise for general fitness purposes. The equipment is not intended for bodybuilding or heavy lifting.
7. Attire:
  - Proper athletic attire must be worn at all times.
  - Tennis shoes must be worn at all times. Absolutely no sandals or open toed shoes are permitted.
  - This is a school facility and anyone using it should be dressed appropriately.
8. Food is not permitted in the RCMS Fitness Center.
9. Water or sports drinks are permitted provided that they are in a sealable plastic container.

10. Any audio equipment other than fitness center multimedia should be for personal use only and equipped with headphones.
11. RCCU #1 is not responsible for lost or stolen items.
12. Anyone using the fitness center take care of the equipment like it is your own. DO NOT shut off the treadmills with the emergency stop buttons.
13. Anyone using the RCMS Fitness Center is expected to pick-up after themselves, discard trash, and remove personal items.
14. Anyone using the RCMS Fitness Center is required to wipe down cardio and strength equipment after each use and use hand sanitizer upon entry. Disinfecting wipes are available for this purpose.
15. Fitness Center multimedia equipment should only be used if everyone using the center is agreeable. Any content played on the RCMS Fitness Center multimedia equipment should be suitable for a school environment.
16. Anyone using the RCMS Fitness Center should abide by the posted hours. Faculty and staff are not to use the fitness center during their work day, prep blocks included.
17. Student use of the RCMS Fitness Center will always take precedence over member use.
18. Damaged equipment should be reported to the RCMS office staff or Jillian Woods at [jwoods@rccu1.net](mailto:jwoods@rccu1.net) as soon as possible
19. Injuries occurring during use of the RCMS Fitness Center should be reported to the RCMS office staff as soon as possible.
20. RCCU #1 reserves the right to refuse access to any member, employee or immediate family member who violates any rule or regulation, or misuses or abuses RCMS Fitness Center equipment.
21. Any member may bring a guest to the fitness center no more than 5 times provided they pay the \$5.00 guest fee and fill out the form that is provided in the front of the sign in book on the back desk.
22. Any formal problems, questions, or concerns regarding the RCMS Fitness Center should be submitted via e- mail to Jillian Woods at [jwoods@rccu1.net](mailto:jwoods@rccu1.net). Please clearly indicate the issue being addressed, and be sure to include your name and phone number.

## **Hours of Operation**

### School Days

5:00 a.m. - 7:30 a.m.

3:30 p.m. - 12:00 p.m.

### Weekends, Holidays, Summer

5:00 a.m. - 12:00 p.m.

## Dues

Dues will be paid yearly or by trimester (any 4 month period). All district employees will be able to use their school key fob once a member. Each member must also purchase a key fob in order to unlock the door, if you are not a district employee. This will be a one time fee of \$5.00. Replacement cost for a key that is lost or stolen is \$5.00. Please notify Jillian Woods (jwoods@rccu1.net or 618-395-4372) asap if a key has been lost or stolen.

	Trimester	Yearly
Staff Member	Free	Free
Staff Household	\$50.00	\$125.00
RCCU#1 Retirees	\$20.00	\$50.00
Recommended Patrons	\$80.00	\$200.00
Recommended Patron Household		\$300.00

## Paying Dues

Members of the RCMS Fitness Center who have attended an orientation and would like to make a payment for the upcoming trimester or year are welcome to do so through interschool mail or by dropping the payment in the RCMS office Monday thru Friday 7:00 am to 4:00 pm. Payments may also be mailed to

RCMS  
1099 N. Van St.  
Olney, IL 62450  
c/o Jillian Woods

\*Please put the fitness center in the memo line of all checks or attach a note.

## Notice

For the safety of all fitness center patrons and the protection of fitness center equipment, video recording devices are in use 24 hours a day.

**PLEASE PUT THINGS BACK WHERE THEY BELONG BEFORE YOU LEAVE. THANK YOU!!**