



Middle Georgia State University Wellness Centers  
Policies and Procedures  
January 1, 2017

**ADVISORY BOARD**

The advisory board will oversee, evaluate, and make recommendations concerning the policies and functions of the Wellness Center. Board members will consist of:

Associate Director of Athletics and Recreation  
Wellness Center and Intramurals Coordinator, Macon  
Intramurals Coordinator, Cochran  
Wellness Coordinator, Macon

**CONTACT INFORMATION**

Cochran Wellness Center: 478-934-3478  
Macon Wellness Center: 478-471-3624

**MISSION STATEMENT**

The mission of the Wellness Center is to provide a safe environment for fitness, recreational and educational activities. The Wellness Center complex includes the buildings, grounds and immediate parking lots.

**GOALS**

1. To provide an academic environment in the areas of health and wellness by means of academic courses, lectures and seminars.
2. To provide a safe facility with properly maintained equipment and a variety of fitness activities focused on increasing and maintaining the user's health and wellness.

**MEMBERSHIP**

MGA Student: Students currently enrolled in any number of credit hour courses. This does not apply to students taking courses that do not offer college credit.

MGA Employee/Retiree:

Full or part-time "benefited" faculty and staff employed by MGA and retirees.  
Cochran: Includes spouses and legal dependents age 10 or older (as listed on income tax returns). Macon: Must be 18 or older for use in Macon facility.

Community, Individual and Family:

Cochran: Any individual 18 years of age or older. Spouses and legal dependents age 10 or older (as listed on income tax returns). Macon: 18 years and older.





**FEE PAYMENT** Non-refundable fees must be paid in full prior to access and use of facility. All fees are to be paid to the MGA Bursars office: in Grace Hall second floor, 1100 Second Street SE Cochran, GA 31014 (478-934-3026) or Bursars office in the Student Life Center in Macon. Payment may be made by credit card, check or cash.

\*\*Macon Campus- If paying with a credit card, payments may also be made at the Macon Campus Wellness Center.

**COMMUNITY MEMBERSHIP RENEWAL** Community members may renew current membership by paying applicable fees at the MGA Business Office before membership lapses. It is the responsibility of the member to report in writing any changes demographic or personal data (including contact in case of emergency) to the Wellness Center front desk. Lapsed membership must be renewed by completion of the Application Process listed below with the exception of the orientation.

### **APPLICATION PROCESS**

To become a member, individuals must do the following:

- a) Complete application form found at MGA website [www.mga.edu/wellness](http://www.mga.edu/wellness).
- b) Go to Bursars office and pay (Macon- Student Life Center) (Cochran- Grace Hall)
- c) Go to Police department to get ID and parking decal
- d) Sign Release, Waiver of Liability, Assumption of Risk Form available online, and Covenant Not to Sue Form.

**ACCESS** NO ID, NO ENTRY!!!! Valid MGA ID or Wellness Center Membership card is required for entry into the facility.

**NON-MEMBER OR GROUP USE** ALL non-member or group use of the facility must be contracted through the Middle Georgia State Facilities Use Coordinator.

**GUEST POLICY** Guests are not allowed in the facility. Access is by membership only.

**HOURS OF OPERATION** The MGA Wellness Center will be open seven days a week during posted hours. In general, the Wellness Center will follow the academic calendar of the college and will be closed during some semester breaks and holidays when the college is closed. The schedule of hours of operation will be posted on the MGA website each semester. Visit [www.mga.edu/wellness](http://www.mga.edu/wellness) for current hours.

### **USER CONDUCT**

**Use of the facility is a privilege; not a right.** User misconduct may result in temporary or permanent revocation of this privilege. MGA and its Wellness Center staff retain the right to determine inappropriate behavior and to act in resolving said behavior including, but not limited to, terminating membership of the user.

All authorized members have the right to be safe and secure while using the facility. All members are expected to share the areas and equipment within the facility and respect the rights of others in order for all members to enjoy the same privileges.



## **GENERAL RULES**

1. Proper hygiene and etiquette should be practiced at all times.
2. Appropriate “athletic” apparel and tennis shoes must be worn during use of the facility. Shorts/pants must be worn at waist level. Wellness Center staff reserves the right to determine “appropriate” apparel. **NO tanks and NO denim!!!!**
3. No smoking is allowed on campus.
4. The following are strictly prohibited:
  - a) Alcoholic beverages or drugs in any form
  - b) Tobacco products in any form
  - c) Weapons of any kind
  - d) Food in any form or drinks (except clear bottled water)
  - e) Roller skates, roller blades, bicycles, strollers and skateboards
  - f) Book bags, backpacks, gym bags, purses or other personal items (unless stored in locker and cubbies)
  - g) Radios, CD players, etc. without headphones. Keep your music to yourself.
  - h) Harassment of any kind, including, but not limited to sexual, verbal, or physical innuendos
  - i) Offensive language or conduct
  - j) Pets
5. Equipment may not be moved from one area to another.
6. Personal athletic equipment such as footballs, basketballs, hacky sacks, etc. is not allowed
7. Tampering with the TVs in any way is strictly prohibited! The TVs are pre-set and are not to be changed by anyone other than Wellness Center staff.
8. Loitering is prohibited. All persons in the facility must be engaged in fitness, recreational, or academic activities.

## **EQUIPMENT CHECKOUT**

Basketballs, tennis rackets/balls, footballs, soccer balls, volley balls and baseball gloves may be checked out at the front desk. There is no additional charge for the use of this equipment; however, members are financially responsible for excessive damage to or loss of this equipment. This does not include expected normal wear and tear.

## **PARKING**

Ample parking is available around the facility. All vehicles must be parked in parking spaces and not on the grass, sidewalks, pedestrian crossing, or loading access areas. Do not back in or pull through a spot. All members must obtain a parking pass from MGA Police Station on campus. This can be obtained when you pick up your ID and will be valid for the length of your membership. All passes must be updated upon renewal of membership.

## **ACCIDENT/INJURY**

Participation in physical activity increases the risk of injury. If an accident or injury should occur, it should be reported to the front desk. The Wellness Center will not be responsible for transporting members; however, MGA students may request a police transport in accordance with established



student policies. The Wellness Center staff will request ambulance services if in their judgement it is needed or if requested by the user. MGA assumes no liability, financial or otherwise, for any medical or other services required on the care or transportation of injured members.

### **MEDICAL INSURANCE**

The Wellness Center does not maintain medical insurance for accidents, or injuries sustained by authorized members. Although minor, there is a risk of injury and accidents associated with participation in the physical activities offered by the Wellness Center. MGA strongly encourages authorized members to obtain and maintain a comprehensive medical insurance plan in the event of accidents or injuries.

### **LOCKER ROOMS**

Locker rooms with shower and bathroom facilities are located on the ground floor next to the gymnasium floor. Free lockers are available and must be used for storage of personal items including gym bags, book bags, etc. during use of the facility. Small personal items such as keys, wallets, etc., may be carried on person. Free locks are available for check out at the front desk in Cochran. Macon lockers require your own lock and must be removed daily. No camera or video use allowed in locker rooms.

### **CLOSURES**

The facility is subject to closure to the members as a whole or in sections for events such as Orientation, Presidential Events, Graduation, or any other event as set forth by University.