



TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE 200.1 PRE-POLICE ACADEMY FITNESS CENTER

Department Responsibility: Administrative Services
Last Review: May 2019
Related Policy: 200



PRESIDENT SIGNATURE

May 26, 2019

DATE APPROVED

PURPOSE

To outline the primary purpose of the Pre-Police Academy Fitness Center and communicate the Technical College of the Lowcountry's procedure governing use of the fitness center by faculty and staff. The President of the College retains authority to revise, temporarily suspend, or cancel this procedure.

PROCEDURE

1. The Technical College of the Lowcountry ("TCL") has equipped its Pre-Police Academy Fitness Center ("Fitness Center") in Building #16. The College also recognizes the potential benefit of the Fitness Center in the personal fitness goals of faculty and staff (together "Staff," and as more specifically defined in Section 2 herein).
2. Staff have expressed a desire to use the Fitness Center during normal business days as a resource for improving and maintaining health and personal fitness. As a means to promote health, fitness, and high morale within the College, the president of the College grants permission to the Staff to use the Fitness Center, contingent that such use is in accordance with this procedure and any related rules promulgated by the Vice President for Administrative Services on the operations of the Fitness Center.
3. EXECUTION
 - a. **Location:** The Fitness Center is located in Building #16 on the Beaufort Campus. Building #16 is a multi-use academic instruction building. Unless otherwise communicated by the Office of the Vice President for Administrative Services, access to Building #16 shall be in keeping with the normal operating hours of the college. Use of the Fitness Center by Staff shall be limited to the period(s) outlined in this document.



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- b. Purpose of the Fitness Center:** The primary purpose of the Fitness Center is to support physical training of students enrolled and participating in the Pre-Police Academy program of instruction (POI). The Pre-Police Academy POI falls exclusively under the Dean, Public and Human Services Technology.

Physical activity by Pre-Police Academy students and instructors performed inside and outside of the Fitness Center during established program periods is considered activity performed within the scope of Pre-Police Academy POI. Such activity will be conducted under the supervision of the Dean, Public and Human Services Technology, and/or by an instructor(s) who have been approved in writing by the VP for Academic Affairs to instruct the Pre-Police Academy POI. Pre-Police Academy instructors have right of access to the Fitness Center incidental to preparing for instruction and concluding periods of instruction.

- c. Students:** Use of the Fitness Center by any student that is not enrolled in the Pre-Police Academy, to include a student's use of any college-owned apparatus or equipment adjacent to the Fitness Center and where the primary purpose of the equipment is to support the physical training objectives of the Pre-Police Academy, is prohibited under this procedure. Note: For the purposes of this procedure, Federal Work Study students are classified as "students" and not staff.
- d. Staff:** To be considered Staff, a person must meet one of the following employment criteria and have their information recorded in the Human Resources Department in the Division of Administrative Services: 1) a permanent employee of the College, 2) a part-time employee of the College, or 3) a contracted employee of the College.
- e. Persons Other Than Staff:** Use of the Fitness Center by personnel not designated herein as Staff and who are not recorded with the HR Department is prohibited under this procedure.

Staff use of the Fitness Center: Days/Hours when the college is "Open"

Monday – Thursday	7:00 – 8:15am / 11:30am – 1:15pm
Friday	7:00 – 8:15am

TCL Staff who wish to use the Fitness Center during authorized periods shall adhere to the following rules:

1. Staff shall perform physical training in the Fitness Center during authorized periods, only.
2. Staff using the Fitness Center shall be deemed as "not acting in the capacity of their assigned position and duties as an employee of TCL." Staff that elect to use the Fitness Center do so willingly and at their own risk.



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3. Prior to use of the Fitness Center, staff are required to review and sign a TCL Release for Voluntary Use of Premises acknowledging their understanding of the requirements governing their use of the Fitness Center and its supporting facilities. The signed agreement is to be kept on file within the Human Resources Department.
4. Staff using the Fitness Center are expected to assist with maintaining the center in a clean and organized state. This includes:
 - Wearing of appropriate and clean workout clothing, to include closed-toed athletic shoes
 - Properly operating equipment (using equipment per its intended purpose)
 - Returning weights and other equipment to their proper location
 - Reporting any damaged and unserviceable equipment to the Administrative Assistant, Public and Human Services Technology, who will further report the matter to the Physical Plant Director, and the Vice President of Administrative Services
 - Policing personal items, e.g., water bottles, towels, personal hygiene items
 - Cleaning the surfaces of equipment after use with provided cleaning supplies
 - Food is prohibited in the Fitness Center
 - Only sealable water/sport drink containers are allowed in the Fitness Center
5. Staff using the changing and shower facilities shall do so in accordance with regulations posted at those locations.