



Guidelines & Rules for Fitness Room in the Ilha Verde Campus

1. RATIONALE

- 1.1. One of the missions of the University of Saint Joseph is to commit to the whole-person development.
- 1.2. In order to cultivate a healthy and sustainable lifestyle for our students, staff, alumni, and residents, a fitness room which opens to all USJ students, staff, alumni, and USJ residents is built.

2. PURPOSE

- 2.1. This document is established for the availability and proper usage of the Fitness Room.

3. ELIGIBILITY

- 3.1. Full-time staff with employment contract or staff with Emeritus status;
- 3.2. Staff of affiliated entities whose offices are located at USJ campuses;
- 3.3. Any USJ Student with a valid student card;
- 3.4. Any alumni referred by the Office of Student and Alumni Affairs;
- 3.5. USJ Current Residents without any outstanding payment;
- 3.6. USJ Visiting Academics.

4. ROLES AND RESPONSIBILITIES

- 4.1. The University expects every user of these facilities to have the maximum enjoyment of them. Therefore, for a greater common good, all users are invited to comply with the following Fitness Room guidelines and rules when using the facilities of the Fitness Room.
- 4.2. Users are responsible for his/her own healthy, safety and physical limitation(s). Users who feel unwell while using our facilities, should stop the activity immediately and approach our staff, security guard(s), or anyone who is nearby, for assistance.
- 4.3. Users are expected to call for immediate assistance and to stay with the victim(s), should there be any accident nearby, under a safe setting.
- 4.4. Users are responsible for their own belongings and safety during the use of the Fitness Room facilities. Those unaccustomed to exercising are recommended to seek the advice of a medical professional before engaging in physical activity.
- 4.5. Any member who is entitled to use the Fitness Room is responsible for understanding and abiding with this "Guidelines and Rules for Fitness Room in Ilha Verde Campus".
- 4.6. Subject to the necessity, the Residential Hall Office and its Line Manager shall regularly review and/or revise this document, adjust the fees and charges, authorised opening and/or usage time and space arrangement so as to better manage the Fitness Room.
- 4.7. Users must present their USJ ID, BIR, HKID, or passports to the Residential Hall Security Counter for registration in order to enter the Fitness Room, according to their eligibility.



- 4.8. Users should reinstate the facilities such as yoga mat, fit ball, poles, and dumbbells to their original condition and position after each use.
- 4.9. Users are responsible for loss or damages incurred accidentally, carelessly, or maliciously to any University properties. Users are required to compensate the University for any loss or damages caused to any University properties as a result of their deliberate acts, carelessness, accident, or negligence, according to the quotation provided by the University supplier(s).

5. INFORMATION

- 5.1. The Fitness Room is located on 4/F of the Residential Hall of the USJ Ilha Verde Campus. There are several types of fitness facilities such as physical exercise equipment, weight lifting equipment, and strength training equipment provided for the users.
- 5.2. The charges of using the area and/or facilities: Free of charge.
- 5.3. Opening Hours
 - 5.3.1. Open – Monday to Saturday: 08:00 to 22:00; Sunday and Public Holidays: 10:00-20:00.
 - 5.3.2. Close – Whenever Black Rainstorm Signal Typhoon No. 8 or above is hoisted or in force.

6. NORMATIVE

- 6.1. Outfit & Footwear
 - 6.1.1. Proper training attire should be worn at all times while in the Fitness Room by members, coaches, or instructors. Proper and comfortable clothing and training shoes are highly recommended. No jeans or street clothes will be permitted.
 - 6.1.2. Marking soles or open toes are not permitted in the Fitness Room.
 - 6.1.3. Please carry your own sweat towel for personal hygiene. Sweat should promptly be wiped off the machines and the floor after each use.
 - 6.1.4. Accessories/Valuables are not recommended to be brought/worn in the Fitness Room as it might cause injury or damage.
- 6.2. Food & Beverage
 - 6.2.1. Chewing gum, food and drinks are prohibited in the Fitness Room. Users can bring/enjoy the food and drink in the pantry nearby the Fitness Room.
 - 6.2.2. Water in non-breakable water bottles is permitted in the Fitness Room.
- 6.3. Toilet/Restroom
 - 6.3.1. Please bring your own towels, shampoo, and body wash for the use of shower compartment.
 - 6.3.2. Any types of recording or photo-taking are prohibited in toilets, restrooms or shower compartments.
- 6.4. Lockers
 - 6.4.1. All bags and personal gear should be stored in the lockers. No bags are allowed in the Fitness Room. The University will not be responsible for lost or stolen items.
 - 6.4.2. Each user should only occupy one locker.
 - 6.4.3. Users should not use the locker for overnight storage. If personal belongings are left in the locker for overnight, the University will vacate the locker without prior notice.



- 6.5. Lost & Found
 - 6.5.1. Items lost will be sent to the Security Counter near the main gate. Users can approach the Security Counter for queries.
 - 6.5.2. Lost and found items can be searched on <https://www.usj.edu.mo/en/lost-found-2/>.
- 6.6. Injury
 - 6.6.1. Injuries must be reported to the warden officer/security immediately. The warden can be reached at +853-6208 8533 and security at +853-62976969.
 - 6.6.2. First-aid kit is available at the 4/F pantry near the Fitness Room or the G/F security counter.
- 6.7. Loss and Damage
 - 6.7.1. Any damage/malfunction(s) of facilities should be reported to the Warden officer/Security immediately for further maintenance or replacement.
 - 6.7.2. Users are responsible for loss or damages incurred accidentally, carelessly, or maliciously to any University properties. Users are required to compensate the University for any loss or damages caused to any University properties as a result of their deliberate acts, carelessness, accident, or negligence, according to the quotation provided by the University supplier(s).
- 6.8. Emergency
 - 6.8.1. In case of emergency, please contact our security for assistance. The security can be reached at +853-62976969 or on the ground floor of the Residential Hall.
 - 6.8.2. Do not use the elevators when an emergency occurs, such as fire. There are 2 exits to the fire escape on each floor. Please exit the premises using the nearest exit.
- 6.9. Discipline
 - 6.9.1. Tobacco, drugs, alcohol, and gambling are all prohibited in the Fitness Room.
 - 6.9.2. No photo-taking, video or audio recording is allowed in the Fitness Room without prior approval from the Residential Hall Office, the Administrator, or the Executive Council.
 - 6.9.3. Foul/abusive languages are prohibited.
 - 6.9.4. Walking in the Fitness Room barefoot is prohibited.
 - 6.9.5. Users should keep the Fitness Room quiet and tidy. Talking on a mobile phone is not permitted in the Fitness Room. Also, personal music devices may be used as long as they do not become unsafe for the user, or become a nuisance to other users.
 - 6.9.6. Users should be considerate and do not hold the same facilities for a long period of time.
 - 6.9.7. Misusing or deliberately vandalizing or marking on any facilities is not allowed.
 - 6.9.8. The University has the authority to dismiss anyone who violates any guidelines or rules of the Fitness Room.

7. LIABILITY

- 7.1. The beneficiary/guest/visitor entering the Fitness Room and neither USJ nor any person acting on its behalf is in any way responsible for any loss, injury or damage sustained or for loss or damage to any of his or her own properties left within the Fitness Room.



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- 7.2. In the case any equipment or facility is damaged in any way whilst in the Fitness Room, or should a beneficiaries/guests/visitors have any personal possessions missing whilst in the Fitness Room, the beneficiary/guests/visitor shall
- 7.2.1. Inform the Residential Hall Office immediately;
 - 7.2.2. Notify your insurers promptly, if necessary.
8. **AWARENESS AND CIRCULATION:** The University will link to this policy electronically through websites designed to convey emergency or law enforcement information.
9. **INTERPRETATION AND DISPUTES:** USJ reserves the right to interpret the terms and conditions herein. All matters and Disputes shall be subject to the final decision of USJ's Executive Council.

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Approved by: Line Manager Administrator Dr Alejandro Salcedo Garcia

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Access Right: Available to the public

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