

COP 06-0703: FSW Fitness Center Procedures

Body

Procedure Title	FSW Fitness Center Procedures
Procedure Number	06-0703
Originating Department	Student Services
Board Policy	n/a
Florida Statute	n/a
Florida Administrative Code	n/a
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Purpose Statement

This procedure establishes guidelines for the use of the Suncoast Arena Fitness Center by FSW students, faculty and staff, athletes, Campus Police officers, and other authorized users. It ensures a safe, well-maintained environment that prioritizes student engagement, athletic training, and overall wellness.

Guidelines

Responsible Departments: Student Involvement, Athletics, Auxiliary Services, Campus Police

Procedures

I. Assumption of Risk

Participation in FSW Fitness programs and facilities is completely voluntary. Users participate at their own risk and assume all responsibility for their own health and safety. Florida SouthWestern State College and the Fitness Center are not liable for injuries sustained during participation in Florida SouthWestern State College facilities or programs.

Definitions

- *Patron:* Current FSW employees and students with a valid Buc Card.
- *Participant:* Person attending an FSW program or activity.
- *FSW Program or Activity:* Any activity, class, conference, meeting, banquet, tournament, concert, or like affair hosted by an FSW faculty or staff patron.
- *Student Involvement Staff:* Full-time FSW staff in Student Involvement.
- *FSW Fitness Center Staff:* Part-time staff who have been hired to assist in the management of the FSW Fitness Center front desk.
- *Facility:* FSW Fitness Center.
- *FSW Staff:* Full-time FSW employee.

II. General Use

A. Eligibility and Access

Eligibility: Only patrons are allowed access and use of the Fitness Center during designated hours of operation. All patrons must be 18 years of age or older or are currently enrolled at FSW. Patrons may also be current faculty and staff of FSW.

Supervision: FSW Fitness Center Staff will supervise the facility during normal hours of operation. Student Involvement and Auxiliary Services determine hours of operation for the FSW Fitness Center.

Sign-In: All patrons must check in with a valid FSW ID (Buc Card). Expired, unauthorized, or counterfeit IDs will be confiscated, and access may be revoked. Misuse is subject to disciplinary action, including immediate removal and/or referral to Community Standards.

Access: The FSW Fitness Center is a controlled-access facility intended for the use and enjoyment of current FSW students and employees. Only authorized users are permitted past the front desk. All patrons must be active employees or students enrolled for the current term to gain access to the FSW Fitness Center.

B. Attire and Behavior

Attire: Proper workout attire is required at all times while in the FSW Fitness Center. Clothing should act as a protective barrier between the skin and equipment whenever possible. If appropriate workout attire is not worn, FSW Fitness Center Staff reserves the right to ask the individual to leave due to safety concerns.

- Footwear: non-marking, rubber-soled athletic-type/sport shoes are required. Footwear must completely cover the foot, including the instep, toes, arch, and heel, for safety and hygiene reasons. Prohibited footwear includes, but is not limited to, high-heeled shoes, spikes, open-toed shoes, turf shoes, cleats, boots, flip-flops, sandals, Crocs, and footwear that is muddy or dirty.
- All attire must maintain modesty by ensuring the torso and gluteal area remain fully covered during all movements.
- Bottoms: Athletic-type apparel is required. Jeans, khakis, and pants, with or without buttons, metal zippers, rivets, belts, and belt loops, are prohibited.
- Clothing with visible blood must be removed and placed in a biohazard bag. The patron must have a replacement article of clothing to remain in the facility.
- Clothing with offensive or profane language, designs, or pictures is prohibited.

Conduct: Use of the FSW Fitness Center is a privilege. Patrons shall respect the rights of others and display acceptable and appropriate behavior while participating in the Fitness Center. FSW reserves the right to refuse access or remove any individual(s) whose behavior is inappropriate or in violation of the FSW Code of Conduct. Activities deemed dangerous or contrary to the intended use of equipment are strictly prohibited, and Fitness Center Staff may request that participants cease their activity.

Inappropriate behavior includes, but is not limited to: verbal abuse, physical abuse, harassment, obscene gestures or actions, abuse of staff in any form, profane or indecent language, and failure to follow an established policy. Habitual non-compliance with policies may result in further escalation and referral to the formal student conduct process.

If a participant or patron in an FSW Fitness program or facility is directed to leave a facility, program, contest, or activity for misconduct:

- Patron must leave the facility immediately.
- They must meet with the designated FSW Staff responsible for the program/facility in which the misconduct occurred. They shall immediately be ineligible for further access or competition in any program or facility until they have met with the designated staff.

Once the FSW Staff has informed a participant or patron of the necessity to see the appropriate person over the program/facility for misconduct, inappropriate behavior, or ejection, it is that individual's responsibility to schedule an appointment to meet with the designated staff patron. If a sanction is imposed, it will begin after the meeting with FSW Staff.

Habitual non-compliance of policy may result in further escalation and referral to the formal student conduct process or referral to human resources for faculty and staff per COP 05-0901 and COP 05-0903.

Any incident that involves a participant or patron who strikes, hits, pushes, threatens, spits at/on, kicks, verbally abuses an FSW employee, participant, patron, or spectator, or improperly uses their BUC card identification will result in immediate suspension from all FSW Recreation and Wellness programs and facilities.

Consideration of Others: Personal music must be listened to with headphones. External speakers are not permitted.

Excessive noise, including loud talking or phone calls, is discouraged.

Do not monopolize or "reserve" any exercise equipment by leaving belongings (towels, bags, keys, clothing items, etc.) on it while not actively using it.

Allow others to work in when doing multiple sets when utilizing weight training equipment.

Do not use equipment as a resting place or for socializing. Please allow others to access when the device is not active in use.

Be aware of your behavior while using the fitness center—grunting, loud talking, noise, and certain language can be offensive to others.

Personal Items: All personal items must be stored in lockers. FSW is not responsible for loss or damage to personal items.

C. Equipment and Facility Use

Facility Use Expectations: Patrons must use equipment as intended by the manufacturer. All weights must be re-racked by the last person using them.

Dropping and slamming weights are prohibited.

For sanitary purposes, patrons are expected to clean the equipment after each use.

Fitness equipment should not be removed from the facility at any time unless authorized by Student Involvement Staff.

Personal training conducted by anyone other than FSW-approved personal trainers, and strength and conditioning coaches is strictly prohibited.

Activities deemed dangerous, improper, or violating the intended use of the equipment are strictly prohibited. Fitness Center staff reserve the right to ask participants to cease activity if they are found to be violating this policy.

Facility Maintenance: Any broken, damaged, or missing equipment must be reported to Student Involvement Staff.

Priority: Student Involvement and Athletics activities take priority over general use. Patrons shall not use the facility during contracted shows, concerts, or events scheduled in the arena. Closure notices will be posted in advance whenever possible

Food/Beverages: Food, gum, and toothpicks are not permitted beyond the FSW Fitness Center front desk. Containers are subject to substance checks at any time by the FSW Fitness Center Staff. Water, in sealable and unbreakable plastic containers, is the only beverage permitted in activity areas. Glass containers are prohibited. Water and sports drinks must be in re-sealable containers.

Alcohol/Drugs/Smoking/Tobacco: The FSW Fitness Center is a substance-free facility. Alcoholic beverages, illegal drugs, steroids, and tobacco products are not permitted in the FSW Fitness Center. FSW is a smoke/tobacco-free campus. Smoking is prohibited inside and outside of the FSW Fitness Center, including e-cigarettes, vapes, and smokeless tobacco. Individuals shall not use the FSW Fitness Center while under the influence of drugs or alcohol.

Photography/Videography: Photography and videography in the FSW Fitness Center require prior written approval from FSW Staff. Pictures/videos may not be taken at any time in the locker rooms and restrooms.

D. Video Surveillance

FSW Fitness Center is subject to 24-hour surveillance. The FSW Campus Police Department randomly monitors live video.

Service Animals: Only service animals are permitted within the FSW Fitness Center. The Americans with Disabilities Act defines a service animal as any guide dog, service dog, or other animal that has been individually trained to assist a person with a disability.

E. Policy Enforcement

Enforcement of Policies: Patrons are responsible for reading, understanding, and abiding by all rules and regulations of the FSW Fitness Center. Not all rules are posted in immediate areas. If an FSW Fitness Center Staff patron requests your cooperation, please adjust your behavior. If you have questions about a specific policy, please see Student Involvement Staff.

Failure to comply with FSW Fitness Center Staff instructions and proper facility use may result in revocation of facility and/or patronship privileges. FSW reserves the right to render judgment and decisions on policies not specifically covered. FSW reserves the right to call the FSW Campus Police Department as necessary.

Patrons who use the FSW Fitness Center and its equipment accept full responsibility for any damages incurred beyond normal wear and tear and agree to reimburse FSW accordingly.

Patrons are required to notify FSW Fitness Center Staff immediately in the event of an accident, injury, or related incident. Additionally, patrons must report any malfunctioning equipment right away so it can be assessed and serviced promptly.

No organized activities except those sponsored or approved by FSW are permitted.

Failure to follow or adhere to the above policies and/or the direction of FSW Staff may result in dismissal from the facility or revocation of patronship.

III. After Hours Use

Specific staff with facility card access may utilize the Fitness Center during closures. Upon approval, participation in FSW Fitness programs and facilities is completely voluntary. Users participate at their own risk and assume all responsibility for their own health and safety. Florida SouthWestern State College and Fitness Center are not liable for injuries sustained during facility hours, closures, or participation in Florida SouthWestern State College facilities or programs.

Authorized Users: Individuals who are allowed to utilize the Fitness Center after hours are Student Involvement, Athletics, and FSW PD full-time professional staff.

Approval Process: Full-time staff from Auxiliary and Facilities interested in utilizing the Fitness Center after hours may request approval via Bucs Corner (Form: Fitness Center Request for After-Hours Use). If approved, individuals will be notified via Bucs email and must schedule a meeting with a Student Involvement designated staff member to review after-hours policies. FSW Staff who are not approved for after-hours use may only access the facility during regular open hours.

Equipment and Clean-Up: Equipment must remain inside the FSW Fitness Center unless prior approval is granted by the Coordinator, Recreation and Wellness. Weights and equipment must be re-racked and cleaned after each use.

Access and Security: By using a Buc Card to access the fitness center, staff agree to the liability terms laid out in the BUC Card Agreement. The facility must not be left open and unsupervised; doors must be secured after use. Approved staff may not be accompanied by unapproved parties when working out in the facility after hours. Unapproved parties include but are not limited to employee family members, minors, visiting guests, athletic recruits, and any non-approved FSW staff.

Misuse of Facility: Misuse of the facility or equipment will result in a meeting between Student Involvement and the individuals involved, along with their supervisor, to discuss the appropriate course of action. Repeated failure to comply with this COP may result in the loss of after-hours facility access. Revoked after-hours access will be communicated to the individual with their supervisor CC'ed via email.

IV. Facility Closures and Service Fees

No additional fees will be charged for general use, athletics use, or PD use as long as the guidelines are followed. Any misuse or damage caused by improper use may result in charges for repairs or additional cleaning.

The FSW Fitness Center's availability for general use may vary, with special circumstances (academic breaks, holidays, etc.) requiring advance notice. Facility doors must be secured after use.

Auxiliary Services may advise closing the facility due to contracted special events. Events involving the use of the Fitness Center may result in closure of the facility on the day of the event. Additional closures for event setup and breakdown will be discussed with Student Involvement prior to closures being issued by Auxiliary Services. All closures will be provided to Student Involvement on the 10th of the month prior.

Facility closure notifications will be communicated to patrons promptly by Student Involvement.

The facility will close 1.5 hrs prior to Athletics home game events. Home game schedules will be provided to Student Involvement by Auxiliary Services.

V. Athletics Use

FSW Athletics must adhere to the General Use procedures.

Supervision: A minimum of one FSW Athletics staff member (Coach, Strength and Conditioning Staff, or Athletic Trainer) must be present during all team workouts. Staff member names must be provided to the Coordinator, Recreation and Wellness, or designee at the start of each semester, or if there are changes to the coaching staff. Failure to comply with supervision of athletics training sessions may result in suspension of use from the fitness center.

Facility Use Requests: Athletic teams must submit facility use practice schedules by email one week prior to the beginning of each semester to the Coordinator, Recreation and Wellness. If unforeseen changes occur (e.g., weather, travel, student availability), Athletics must obtain written approval from Student Involvement Staff or designee before entering the facility for the change. Failure to comply will result in temporary suspension from the facility at the discretion of the Associate Vice President of Student Life.

Training Sessions: Approved training sessions may be scheduled between 5 a.m. – 10 a.m. and 6 p.m. – 8 p.m., Monday to Friday, with open availability on weekends. Additional time requires advance notification and approval from Student Involvement prior to adjusting the schedule. If teams train during regular facility hours, only 1 team is permitted at a time.

Special Guests: All special guests, recruits, and alumni must be accompanied by FSW Athletics staff.

Equipment and Clean-Up: Equipment must remain inside the FSW Fitness Center unless prior approval is granted by the Coordinator, Recreation and Wellness. Weights and equipment must be re-racked and cleaned after each use.

Access and Security: Athletic staff must sign in on the designated sign-in sheet/waiver when utilizing the FSW Fitness Center outside of normal hours. The facility must not be left open and unsupervised, and doors must be secured after use.

VI. Administrative Procedures

Supervision and Reporting: The Coordinator, Recreation and Wellness, or designee oversees the implementation of this procedure.

Review: This procedure may be reviewed and modified as needed on an annual basis.