

Usage Terms and Conditions for 24 hour Gym

MEMBER ACCESS

Members have access to Eaton Recreation Centre gym facilities 24 hours a day, 7 days a week. Group fitness classes are offered as per the current timetable and cycle studio is also available for use during staffed hours.

Fit over 50 members may access the gym facilities 7 days a week during the hours of 10.30am – 4 pm.

Any member who has monies owing on their membership will not be able to gain access to the gym facilities or any group fitness classes.

ENTERING THE GYM

To enter the gym, place your access band against the blue circle on the door sensor. Wait for the light above to go green and pull the door open - there is a slight delay.

If your access has been restricted for any reason, the light will immediately turn red and access will be denied. Please contact Centre Reception as soon as possible to reinstate your access.



EXITING THE GYM

When exiting the gym please ensure you don't grant access to anyone who hasn't successfully scanned their band.

TOILET ENTRY/EXIT

Your access band must be scanned to enter and exit the toilets/change rooms. Your band will not allow you to access toilets/change rooms of the opposite gender.

A door sensor is located on either side of the toilet/change room door and operates in the same manner as the Gym Entry door sensor.

Eg. Scan your band Green light + beep = enter
 Red light + 2 beeps = access denied

****Please ensure the door closes behind you and that you do not allow access to any unauthorised users.**

INAPPROPRIATE USE OF ACCESS BAND

An ERC access bands must only be used by the member it was issued to.

Any member allowing another individual to use their access band in any capacity, will be subject to disciplinary action. In most cases, action will be taken in the following order however, a penalty may be escalated at the discretion of ERC Management:

- 1st offence:** Warning
- 2nd offence:** 30 day membership suspension (the period of suspension is included as part of the normal allocation per year which may incur an additional fee)
- 3rd offence:** Cancellation of your membership + payment of applicable cancellation fees

If you knowingly allow entry to a non-paying individual then you are accepting responsibility and liability on their behalf. This includes liability for any injury, loss or damage attributed to the non-paying individual.

Non-paying individuals include previous members who do not have a current membership agreement and individuals with outstanding membership payments.

IMPORTANT: ERC staff conduct a daily audit of all access points to ensure compliance.

LOST ACCESS BANDS

If you lose your access band please notify the Centre immediately so we can cancel the band ensuring there is no unauthorised use. Lost access bands attract a \$15 replacement fee payable at the time of receiving your new band.

SAFETY & SECURITY

Emergency Response Board - Located on the wall above the desk at the main entry/ exit point. The emergency response board contains:

- Emergency evacuation information
- First aid kit
- Defibrillator
- Main duress alarm wall unit
- Wearable duress alarms
- Emergency Telephone
- Reporting forms

Duress Alarms – are for use in any situation that may require emergency services to be contacted.

There are 6 fixed duress alarm buttons located on the walls around the gym. Additionally, there are 3 wearable duress alarms available for individuals as required. We recommend members wear an individual duress alarm during unstaffed hours.

Once an alarm has been activated:

1. The **red help** button will flash rapidly and the base unit will start beeping. Base unit is located on the emergency response board at main gym entry.
2. If the alarm is falsely activated you have **10 seconds** to cancel the alarm by pressing the **green cancel** button located on the base unit.
3. If the alarm is not cancelled, the base unit will automatically call the control room. Once the call has been logged with the control room the unit will beep 7 times, then the red help button will flash every 4 seconds to indicate your help call has been received.
4. An operator will talk over the base unit and ask anyone in the Gym what the emergency is. You can speak directly to the operator to advise the nature of the emergency and determine what services are required eg. Police/Ambulance/Fire.
5. If no-one responds to the operator's request, a security guard will be sent to the Centre to assess the situation and co-ordinate any assistance required.

IMPORTANT: Activation of a duress alarm without a valid reason may result in any associated call-out costs being charged to the person/s responsible.

Emergency Telephone

The emergency telephone can be used to contact emergency services by dialing 000. Any misuse of the emergency telephone will incur a penalty.

CCTV CAMERAS

For the safety and security of users, 13 closed-circuit security cameras have been installed. These cameras are located in the gym entry and gym floor area and also the within the Recreation Centre.

Footage from these cameras can be remotely viewed at any time, by the Centre's security provider and approved Eaton Recreation Centre staff. Footage will be reviewed on a daily basis to ensure members comply with the terms and conditions of usage.

LOCKERS

The gym contains 25 lockers for the security of your possessions and are activated (locked and unlocked) by your access wristband.

Securing your locker:

- Place your access band against the grey button and press it in. The grey button will remain depressed if the locker has been successfully locked.
- Once locked, the locker can only be unlocked by the access band that was used to lock it.

Unlocking your locker:

- Place your access band against the grey button again and press it in. The grey button will become fully raised if unlocking was successful.
- Once a locker has been unlocked it may be relocked by any access band.

IMPORTANT: Any item/s remaining in lockers at the end of the day will be removed by ERC staff and placed in lost property.

PERSONAL BELONGINGS

We encourage you to use the lockers provided. For the safety of all users, bags and other personal belongings are not to be carried around or left on the floor of the gym.

Eaton Recreation Centre takes no responsibility for any personal belongings left with-in the centre.

MOBILE PHONES

During unstaffed hours, we encourage all gym users to carry their mobile phone so that they may be used should an emergency situation arise.

TRAIN WITH A BUDDY

For your safety, we encourage all individuals using free weights to work out with a partner. During unstaffed hours it is essential that you work out with a partner when using any free weights or at any time whereby you place yourself between the weight and the floor or bench.

SAFE ROOM

The disable toilet closest to the female amenities has been fitted out as a safe room. The safe room should be used during unstaffed hours if you find yourself in a situation in which you feel unsafe. Within the Safe Room is a fixed duress alarm that can be activated in an emergency situation.

EMERGENCY EVACUATION

In the case of a fire emergency an audible and visual alarm will be activated. During unstaffed hours, all individuals within the gym are required to calmly leave the building through your nearest emergency exit, permitting it is safe to do so.

During staffed hours please follow the directions of ERC staff.

POWER OUTAGE (Blackout)

In the event of a power outage, emergency lighting will automatically turn on and the toilet doors will open. Access to the centre will not be granted during a power outage.

Anyone in the gym is required to cease exercising and vacate the building if power is not restored within 5 minutes. This applies during both staffed and unstaffed hours.

FIRST AID

A wall-mounted first aid kit is located on the emergency response board (near main gym entry) for use in the event of a minor injury e.g. cuts, abrasions,

In the case of a serious injury, emergency services should be contacted by

- a) Activating one of the fixed duress alarms
- b) Activating one of the personal duress alarms
- c) **Dialing 000** from the phone located at the emergency response board.

A user-friendly defibrillator is also available next to the first aid kit. Once switched on, the defibrillator will provide an audible guide to the operator on its use.

IMPORTANT: Please report all injuries or incidents to staff either in person during staffed hours or via the first aid reports located in the first aid kit or incident reports at the main entry desk.

EQUIPMENT

Damaged equipment - If you come across any equipment that is damaged or requires maintenance please complete the appropriate fault report tag and attach it to a visible area of the equipment. Fault report tags are located on the emergency response board.

WILFUL DAMAGE OR MISUSE OF EQUIPMENT

If you are found to have willfully damaged or misused any equipment then you may be held liable for the cost of repair or replacement.

EQUIPMENT FAULT REPORTS

If you find any equipment that has a fault and/or requires maintenance, please complete the appropriate fault report tag. This alerts staff and other users to a possible problem and can be rectified as soon as possible. Fault report tags are located at the emergency response board.

IMPORTANT:

- **FAULT TAGS** - should **not** be removed by gym users
- **OUT OF ORDER TAGS** – equipment should not be used by anyone.
- **NOTICE TAGS** - equipment may still be used but with caution.

MUSIC

Please be mindful that during unstaffed hours the music played through the gym's sound system cannot be changed. We encourage you to bring your own personal music device eg. ipod, iphone

GYM ETIQUETTE

All users of the ERC gym facilities must abide by the following rules of etiquette

- Patrons under 16 must be accompanied by an adult 18 years or older
- All members are to wear suitable clothing and appropriate footwear with closed in toes
- All members are to use a towel when working out
- Weights are to be returned after use so other patrons may easily find them.
- In order to minimise damage to weights please do not drop them.
- Use appropriate language in the gym.
- Reserving of equipment is not allowed. When doing supersets, please allow others to use the machines while you are busy elsewhere.
- Wipe machines after use. Cleaning stations are provided in the gym for this purpose.
- Gym users may not engage in personal training with anyone other than an authorised ERC Trainer.

Failure to abide by the above rules of etiquette may result in immediate removal from the gym, suspension of your membership or cancellation of your membership.

COMMUNICATION – WE WANT TO HEAR FROM YOU

In order to maintain our high stands of service, maintenance, safety and cleanliness we ask you to communicate any concerns you may have as soon as possible. All reporting forms can be found on the emergency response board.

INCIDENT REPORTS

If an incident or near-miss occurs to you or someone else in the gym please notify us by completing an incident form as soon as possible. Instruction on how to complete this form can be found with the report forms. If you are unsure if you should complete an incident form, please complete one anyway so our staff can access the situation. ***If in doubt, fill it out.***

FIRST AID REPORTS

If any first aid incident occurs, no matter how small, please complete a first aid report. Not only does this help us keep track of the items used from our first aid kit, it also assists us in maintaining a high level of health and safety.

If you have any other concerns, suggestions or questions, please contact us via:

- Email: eatonrec@dardanup.wa.gov.au
- Phone: 9724 1400 (during office hours)
- In person during opening hours
- Customer feedback form