



Susan Palmer Fitness Center Policies

Member Policies & Facility Guidelines

Welcome to the Susan Palmer Fitness Center at Ringling College of Art and Design. Our goal is to provide a safe, welcoming, inclusive, and well-maintained environment that supports the health and wellness of the Ringling community. Every member shares responsibility for maintaining a respectful atmosphere where everyone can comfortably pursue their fitness goals.

Use of the Fitness Center is a privilege. All members are expected to know and follow these policies. Failure to comply may result in a warning, suspension of facility access, referral to the Office of Student Life or Human Resources, or permanent revocation of Fitness Center privileges.

Membership & Facility Access

- Access to the Susan Palmer Fitness Center is limited to currently enrolled Ringling College students, current faculty, current staff, and other individuals approved by Recreation & Wellness.
- A valid Ringling College ID is required for entry at all times.
- Members must use their own ID card to access the facility.
- Lending your ID card or using another person's ID is strictly prohibited.
- Members may not allow unauthorized individuals into the facility by holding doors open or allowing others to enter without swiping their own ID.
- The Fitness Center is monitored by 24-hour video surveillance for the safety and security of all users.

Staffed & Unstaffed Hours

The Fitness Center operates during both staffed and unstaffed hours.

During staffed hours, Recreation & Wellness staff are available to answer questions, assist members, monitor facility operations, check-out equipment and enforce policies.

During unstaffed hours:

- Members exercise at their own risk.



- Recreation & Wellness staff are not present.
- Members are responsible for using equipment safely and responsibly.
- Guests are **not permitted** during unstaffed hours.
- Members should avoid attempting exercises beyond their abilities.
- Members are strongly encouraged not to perform heavy lifts without proper safety equipment or assistance.
- Emergency procedures should be followed immediately if assistance is needed.

Access during unstaffed hours is a privilege and may be revoked for policy violations.

Guest Policy

Guests are welcome only during designated staffed hours.

Guests must:

- Present a valid government-issued photo ID.
- Complete any required guest registration or waiver.
- Remain with their sponsoring member at all times.
- Follow all Fitness Center policies.

The sponsoring member assumes responsibility for their guest's conduct.

Guests are not permitted during unstaffed hours.

Proper Attire

Proper athletic attire is required at all times.

Members must wear:

- Athletic shirts that fully cover the torso
- Athletic shorts, leggings, joggers, or workout pants
- Closed-toe athletic shoes with non-marking soles

The following are prohibited:

- Bare feet
- Sandals
- Flip-flops
- Crocs
- Boots



- Dress shoes
- Jeans
- Khakis
- Cargo pants
- Clothing with exposed metal that may damage equipment
- Clothing displaying offensive language, images, or messages

Shirts must remain on while using the Fitness Center.

Equipment Usage

Members are expected to use all equipment safely and only for its intended purpose.

Members must:

- Inspect equipment before use.
- Follow all posted instructions.
- Adjust equipment properly before exercising.
- Report damaged or malfunctioning equipment immediately.
- Respect all "Out of Order" signs.

Members may not:

- Modify equipment.
- Remove safety features.
- Move equipment throughout the facility.
- Attempt repairs.

Free Weight Area

For the safety of all members:

- Use collars on all barbells whenever possible.
- Lift only weights you can safely control.
- Use proper lifting technique.
- Re-rack all weights after use.
- Return dumbbells to their proper locations.
- Remove plates from barbells after use.
- Do not intentionally drop or throw weights.
- Do not stand on benches or equipment.
- Do not leave weights on the floor where they create tripping hazards.



Members are encouraged to seek instruction before attempting unfamiliar exercises.

Cardio Equipment

Please be courteous to others.

- Limit cardio equipment use to **30 minutes** during peak hours when others are waiting.
- Allow equipment to come to a complete stop before dismounting.
- Wipe equipment after each use.

Fitness Floor Etiquette

To create a positive environment:

- Share equipment during busy periods.
- Avoid sitting on equipment while texting or socializing.
- Return all accessories to their proper storage areas.
- Keep walkways clear.
- Respect personal space.
- Keep conversations at a reasonable volume.
- Wear headphones when listening to music.

Personal Belongings

For safety reasons:

- Backpacks, purses, gym bags, and personal belongings are not permitted on the fitness floor.
- Store belongings in the provided cubbies or lockers.
- Lockers are available for daily use.
- Recreation & Wellness is not responsible for lost or stolen property.

Food & Drinks

Permitted:

- Water
- Sports drinks in sealed plastic containers

Not permitted:



- Food
- Alcohol
- Tobacco products
- Vaping
- Gum
- Glass containers
- Open beverage containers

Photography & Recording

To protect member privacy:

- Photography or videography should not interfere with others.
- Members may not photograph or record another person without their permission.
- Photography is strictly prohibited inside locker rooms and restrooms.
- Recreation & Wellness reserves the right to prohibit recording at any time.

Personal Training & Commercial Activity

Only Recreation & Wellness-approved fitness professionals may provide:

- Personal training
- Fitness instruction
- Exercise consultations
- Paid coaching

Members may not conduct personal training businesses or solicit clients inside the facility.

Member Conduct

All members are expected to contribute to a respectful, welcoming, and inclusive environment.

The following behaviors are prohibited:

- Harassment
- Bullying
- Intimidation
- Threats
- Physical violence
- Discrimination
- Profanity directed toward others



- Sexual harassment
- Misuse of equipment
- Excessive noise
- Horseplay
- Vandalism
- Theft
- Entering the facility under the influence of alcohol or drugs

All members must follow the directions of Recreation & Wellness staff and Public Safety personnel.

Cleanliness

Every member shares responsibility for maintaining a clean facility.

Members must:

- Wipe down equipment before and after use.
- Dispose of trash properly.
- Return equipment after use.
- Report spills or hazards immediately.

Emergency Procedures

In an emergency:

1. Call **911** immediately if medical assistance is needed.
2. Notify Ringling College Public Safety as soon as possible.
3. Follow emergency instructions from College personnel.
4. Exit the building immediately if a fire alarm sounds.

AEDs, first aid supplies, and emergency exits are located throughout the facility.

Medical Disclaimer

Participation in physical activity involves inherent risks.

By using the Susan Palmer Fitness Center, members acknowledge that:

- They voluntarily participate in physical activity.
- They are responsible for determining whether they are medically able to exercise.
- They assume all risks associated with participation.



- They understand Recreation & Wellness staff do not provide medical care.

Members are encouraged to consult a healthcare provider before beginning a new exercise program.

Policy Enforcement

Recreation & Wellness reserves the right to suspend or revoke Fitness Center privileges for violations including, but not limited to:

- Unauthorized access or tailgating
- Sharing an ID card
- Bringing guests during unstaffed hours
- Unsafe use of equipment
- Failure to follow posted policies
- Harassment or misconduct
- Damage to College property
- Theft or vandalism
- Failure to follow directions from Recreation & Wellness staff or Public Safety
- Violations of the Ringling College Student Code of Conduct

Members may also be held financially responsible for damage to equipment or College property resulting from negligence or intentional misuse.

Help Us Keep the Fitness Center Safe

By following these policies, you help create a safe, respectful, and welcoming environment for everyone in the Ringling College community. Thank you for doing your part to support a positive Recreation & Wellness experience.

Equipment Checkout

The Susan Palmer Fitness Center offers a variety of recreational equipment available for checkout to support recreation, fitness, and outdoor activities across campus.

Location

Equipment checkout is available at the **Fitness Center Member Services Desk** during **staffed operating hours only**.



Equipment Checkout Policies

- Equipment checkout is available **free of charge** to currently enrolled Ringling College students and current faculty and staff with a valid Ringling College ID.
- Equipment checkout is available **during staffed operating hours only**.
- Members must present their **Ringling College ID** to check out equipment.
- Equipment is available on a **first-come, first-served basis** and cannot be reserved unless otherwise approved by Recreation & Wellness.
- Members are responsible for inspecting equipment before leaving the Fitness Center and should immediately report any damage or defects to staff.
- Most recreation equipment must be returned **before the Fitness Center closes on the same day** it is checked out unless otherwise noted.
- Bicycles may be checked out for **up to three (3) days** and must be returned by the agreed-upon due date.
- Equipment must be returned in the same condition in which it was issued, with all accessories and components included.
- Equipment should not be left unattended, loaned to another individual, or used in a manner inconsistent with its intended purpose.
- Members are financially responsible for any equipment that is lost, stolen, damaged beyond normal wear and tear, or not returned.
- Replacement or repair costs will be assessed by Recreation & Wellness based on the current replacement value of the equipment. Charges may be applied to the member's student account or otherwise billed through the College.
- Failure to return borrowed equipment may result in suspension of equipment checkout privileges and/or Fitness Center access until the equipment is returned or replacement costs have been paid.
- Recreation & Wellness reserves the right to deny equipment checkout to members with overdue equipment or outstanding replacement charges.

Bike Checkout Policies

The Susan Palmer Fitness Center offers bicycles to encourage active transportation and recreation.

- Bikes are available for checkout during staffed hours only.
- Members must present a valid Ringling College ID.
- Bikes may be checked out for **up to three (3) consecutive days**.
- Helmets are available and strongly encouraged with every bike checkout.
- Members are responsible for securely locking the bicycle whenever it is unattended.
- Bikes may not be altered, modified, or used for commercial purposes.
- Members are responsible for reporting accidents, theft, damage, or mechanical issues immediately upon return.
- Failure to return a bicycle by the due date may result in replacement charges and suspension of checkout privileges.



Equipment Returns

All borrowed equipment must be returned directly to the **Fitness Center Member Services Desk** during staffed operating hours.

Equipment should be returned clean and in the same condition in which it was issued. Recreation & Wellness staff will inspect all equipment upon return to verify its condition and completeness.