

**Administrative Guidelines**  
**Student and Community Wellness Center Rules and Operations**  
**Wrightstown Community School District**

**GENERAL FACILITY RULES AND OPERATIONS**

- A. Wear proper training attire. Shirts, shorts and gym shoes are required. Jeans and cut offs are not allowed on the equipment. Check to make sure nothing you are wearing will damage the upholstery.
- B. Jewelry is not allowed
- C. Return all weights to the proper racks. Wipe off upholstery after use. Keep the floor clean and clear of obstacles.
- D. Help keep the area clean. Clean shoes on the mat by the door. Food, containers, gum and beverages are not allowed inside the Wellness Center.
- E. The on-duty supervisors have authority over all room conduct and use of equipment, including the sound system.
- F. Immediately report any facility related injury or facility/equipment problem to the supervisor on duty.
- G. Respect the rights of others and be courteous when using the facility. Limit time on the cardio equipment to thirty minutes.
- H. Personal belongings may be locked in a gym locker. Books, backpacks, pens, pencils, markers, etc. are not allowed in the Wellness Center. Supervisors are not responsible for lost or stolen items.
- I. Use lifting belts when appropriate (squats, dead lifts, etc)
- J. Always remove the plates from the bars when finished lifting.
- K. Store weight belts and jump ropes on the racks provided.
- L. Follow the workout instructions posted on the machines.
- M. Minimum age for admission to the Wellness Center is eighth grade.
- N. Anyone who refuses to follow established guidelines will be denied the opportunity to use the facility.
- O. Always maintain a serious attitude when in the Wellness Center
- P. The use of clamps on the free bar is required. Be sure they are securely fastened before lifting. Check to make certain you have correct weight on the bar.
- Q. Spotters are required when lifting with free weights. Spotters must stay alert and focus on the lifter.
- R. Keep fingers, hands, feet, etc. clear of the moving parts on the weight machines.
- S. Ask questions if you do not know who to use a weight machine or other equipment
- T. Be especially careful when handling weights and bars near the mirrored area.