

**TITLE: Student Club Studio Reservation Policy**

**Building Address: MacEwan University, 10700-104 avenue,  
Edmonton, Alberta, T5J4S2**

**Document Owner:** Sport and Wellness

**Effective Date:** Sep 1, 2016

The Fitness studios at MacEwan University Sport and Wellness are part of a state of the art training facility open for scheduled group bookings by internal Academic Programs and Corporate Contracts, internal Sport and Wellness groups, MacEwan Griffin Athletics and both MacEwan Student and Sport clubs.

### **Studio Reservation Process**

- All requests for studio bookings are directed to the Manager of Clubs and Services, who will forward them on to MUSW Event Facility Coordinator
- User group requests are considered on a priority allocation basis
- Clubs are able to submit studio reservation requests no sooner than during the first week of each school term (Sep, Jan & May)
- Max reserved time for each club is set at a total of 5 hours per week
- Clubs are required to submit a \$100 refundable deposit at the time of booking. Deposit will be refunded in full if all conditions of the rental have been met
- Clubs are required to supply a lead contact name, email, phone number and club member list at the time of booking; the lead is required to sign a Studio Rental contract & a Code of Conduct Agreement letter and go through a facility orientation
- Any club member who is not a MacEwan Student (or does not have a MUSW membership) is required to pay a MUSW drop-in fee to attend a club studio session

### **General Studio Principles**

- As this space is unsupervised, individuals/groups using the area assume all risk associated with physical activity
- Adherence by all user groups to all studio principles is required; non adherence may result in forfeiting of privileges to using any of the studio spaces in Sport and Wellness
- Max capacities of the studios are: Aerobics (30), Spin and MindBody (25)
- Studios are in high demand. Please be mindful of start and end times and leave the space as you found it

- Proper clean, indoor footwear and clean workout attire must be worn at all times
- No food allowed and liquids must be kept in a sealable non-glass container
- Use of outside equipment requires prior approval by MUSW staff
- Video recording and/or photo taking are only permitted with approval from MUSW staff
- The space is to be used for fitness related activities only
- Music policy – users are able to access the stereo (Aerobics and spin studio) and amp (MindBody studio) but must supply their own music and auxillary cord; volume must be kept at a reasonable level (with the studio door closed at all times)
- Any broken equipment or safety hazard noticed by users of the space must be reported to MUSW staff

## **Risk Management**

All of the MUSW studios are equipped with a first aid kit and portable radio. There is an evacuation kit (by the West emergency exit doors) and an emergency phone with a dedicated line to emergency services right outside the Spin studio (8-150B).

As part of risk management the MUSW staff will perform:

- Daily risk management checklist evaluations of the studio spaces
- Daily equipment cleaning
- Daily walk-throughs