

Procedure Name:	FITNESS CENTRE	
Approved By:	President's Council	
Approval Date:	September 28, 2025	
Next Scheduled Renewal Date:	August 2030	
Procedure Holder:	VP, Academic, Students, and International	
Operational Lead:	Manager, Student Housing and Campus Community	
Procedure Number:	ADM-010P	

FITNESS CENTRE PROCEDURE

1.00 PURPOSE

- 1.1 Coast Mountain College (the College) is committed to supporting the health and wellness of its Students and Employees. To promote physical fitness and overall well-being, the College provides access to a Fitness Centre that is equipped for a variety of exercise and wellness activities in Waap Amgam at the Terrace campus.

2.00 DEFINITIONS

- 2.1 **Authorized Guest:** One approved immediate family member of an employee, such as a spouse, child, parent, sibling, or dependant who is 13 years of age or older. An authorized guest is permitted access to the Fitness Centre under the employee's membership, and is subject to the same rules and policies as the employee.
- 2.2 **Closed Circuit Video Camera (CCVC):** Any camera installation used in the CCVC system.
- 2.3 **CMTN Housing Guest:** An individual who is neither a CMTN student nor an employee, who has been officially approved to reside temporarily in campus Housing (including the hoteling suite, Elder suite, and regular dorm rooms). Only the Housing applicant is considered a CMTN Housing guest; the designation does not extend to family members or other individuals.
- 2.4 **Employee:** A person who is employed by the College in any capacity, including administrators, faculty, and staff. Employment may be full-time, part-time, regular, term, or on-call. For the purpose of this policy, an individual in a paid position and taking classes at CMTN is considered an employee.
- 2.5 **Housing and Fitness Centre Officer:** The employee responsible for supporting the safe and respectful use of the Fitness Centre by receiving membership applications and concerns, promoting adherence to Fitness Centre standards, and recommending improvements to the facility.
- 2.6 **Member:** A person belonging to the Fitness Centre. This includes students, employees, authorized guests, and individuals in the College's partner institutions who have access to the Fitness Centre.

- 2.7 **Minor:** A person under the age of 17 years and who must be accompanied by an adult or legal guardian when using the Fitness Centre. Individuals under the age of 13 are not permitted inside the Fitness Centre.
- 2.8 **Regional Employee:** An individual employed by the College in any capacity whose primary work assignment is located at a regional campus other than the Terrace campus.
- 2.9 **Student:** An individual who is registered in a course or program at the College, including individuals who are registered in a course or program as a result of a partnership (e.g., dual credit or dual enrolment), or who are taking classes part-time.
For the purpose of this policy:
 - a. individuals remain classified as students during scheduled program breaks
 - b. an individual employed by the College in any capacity and who is enrolled in a course or program, including Ed2Go, is considered to be an employee of the College.
- 2.10 **The College:** Coast Mountain College (CMTN).
- 2.11 **Vulnerable Person:** An individual who, due to age, disability, or other temporary or permanent circumstances, is in a position of dependency on others or is at a greater risk than the general population of being harmed by someone in a position of trust or authority.

3.00 THE FITNESS CENTRE

- 3.1 The Fitness Centre, located in Waap Amgam, is available for use by students, employees, authorized guests of the College, and CMTN Housing guests.
- 3.2 Change rooms, which include showers and lockers, are located in the restrooms across from the Fitness Centre entrance.
- 3.3 Members must supply their own locks if they wish to secure their belongings in the change room lockers.
 - a. Lockers are for day-use only.
 - b. Lockers are used for storing personal items at the member's own risk.
 - c. The Housing and Fitness Centre Officer will remove unattended items left in day-use lockers 48 hours after a notice has been posted.

4.00 MEMBERSHIP

- 4.1 A valid membership is required to access the Fitness Centre.
- 4.2 To be eligible to use the Fitness Centre, an individual must be one of the following:
 - a. a student of the College
 - b. an employee of the College
 - c. an authorized guest, as defined in Section **Error! Reference source not found.**
 - i. Memberships for authorized guests must be submitted by the employee whose guest they are.

- d. a CMTN Housing guest:
 - i. Weekly memberships are available (\$20 for seven days, Monday to Sunday).
 - ii. The minimum stay is one week; the maximum is the duration of the guest's stay in Housing.
- 4.3 To apply for membership, prospective members must submit the following forms and documentation to fitnesscentre@coastmountaincollege.ca or deliver them in person to the Housing and Fitness Centre Officer:
 - a. the completed and signed [Fitness Centre membership and waiver form](#)
 - b. one piece of government-issued identification for verification purposes.
- 4.4 Employees, authorized guests, and CMTN Housing guests must pay the applicable membership fees at the campus store (see Section 6.00, Membership Fees).
- 4.5 The processing time for membership applications is generally one to two business days, excluding statutory holidays and campus closures.
- 4.6 All members will be provided with a digital copy of ADM-010, *Fitness Centre Policy* and ADM-010P, *Fitness Centre Procedure* and are required to familiarize themselves with these documents before using the facility.
- 4.7 Retention of membership depends on the following criteria:
 - a. compliance with Fitness Centre rules, policy, and procedure
 - b. no active suspensions or revocations due to prior Fitness Centre infractions.
- 4.8 The College reserves the right to deny or revoke membership where an individual has engaged in conduct contrary to College policies, including but not limited to harassment, violence, theft, or misuse of facilities.

5.00 APPROVAL PROCESS

- 5.1 Once an application has been submitted, the Housing and Fitness Centre Officer:
 - a. reviews the application and determines the applicant's eligibility for membership, taking into consideration any prior infractions, suspensions, or revocations
 - b. provides an orientation to the Fitness Centre that includes the layout of the facility, safety procedures, cleaning expectations, and rules
 - c. adds approved applicants to the membership list
 - d. issues membership card access, when approved.
- 5.2 Membership access is valid only for the designated timeframe.
 - a. Students memberships are limited to the term in which the student is actively registered and is only current for that term.
 - b. Terrace-based employees and their authorized guests are issued monthly memberships.
 - i. Memberships may be purchased in advance for any period from one to 12 months and are non-refundable.
 - c. Regional employees and their authorized guests will be issued annual memberships, which require a minimum purchase of 30 days, to be used within the calendar year.

d. Unused time or missed visits cannot be carried forward, extended, or refunded.

5.3 The College reserves the right to verify member identification at any time while individuals are using the Fitness Centre.

a. Members must have their identification cards available for inspection for security and safety purposes.

5.4 Members are required to tap their ID cards upon entry for security and safety purposes.

6.00 MEMBERSHIP FEES

6.1 Membership fees for students, employees, authorized guests, and CMTN Housing guests are established by the College and are published on the [College website](#):

a. Students – Free of charge

b. Employees – \$30 per month

c. Regional Employees - \$30 per 30 days

d. Authorized Guests – \$30 per month

e. CMTN Housing Guests – \$20 per week (Monday to Sunday).

i. The minimum stay is one week; the maximum is the duration of the guest's stay.

6.2 The College reserves the right to revise membership fees with appropriate notice to members.

6.3 Membership fees are non-refundable.

7.00 MEMBERSHIP CANCELLATIONS AND PAUSES

7.1 Members who wish to cancel their Fitness Centre membership must submit a written request to fitnesscentre@coastmountaincollege.ca no later than the last business day of the month.

7.2 No prorated amounts or credits will be issued for unused days, partial months, or periods following cancellation

7.3 Memberships will be cancelled effective immediately upon receipt of the request or, where applicable, due to nonpayment of fees.

7.4 Memberships are not eligible for pausing or suspension, and no prorated amounts or credits will be issued for unused days, or partial months.

8.00 HOURS OF OPERATION

8.1 The Fitness Centre operates during the hours published on the [College website](#):

a. Monday to Sunday from 6:00 a.m. – 10:00 p.m.

8.2 The College reserves the right to revise the Fitness Centre hours of operation based on institutional needs, maintenance, and public health requirements.

9.00 FITNESS CENTRE RULES AND ETIQUETTE

- 9.1 The following items and behaviours are strictly prohibited within the Fitness Centre:
- a. glass bottles
 - b. weapons of any kind, including but not limited to firearms, knives, and other objects intended for use as weapons
 - c. imitation weapons of any kind, including but not limited to firearms
 - d. consuming food or beverages other than water
 - e. possessing, consuming, or using alcohol and drugs
 - f. smoking or vaping
 - g. bringing large bags, backpacks, or personal items into the Fitness Centre that may create tripping hazards or obstruct pathways
 - h. photographing, filming, live streaming, or recording other individuals within the Fitness Centre without the express prior consent of those individuals
 - i. engaging in unbecoming, disruptive, rude, or discriminatory behaviour, including but not limited to bullying, harassment, discrimination, or any conduct that creates an intimidating, offensive, or unsafe environment
 - j. using vulgar language
 - k. playing loud music or audio (using headphones is permitted)
 - l. wearing outdoor footwear
 - m. using fragrances, colognes, perfumes, or scented products as the Fitness Centre is a designated scent-free zone
 - n. holding, opening, or propping open the door to permit entry for individuals other than oneself
 - o. tapping one's access card to permit entry for other individuals
 - p. using an unauthorized access card
 - q. inviting personal trainers, instructors, or fitness coaches who are not authorized by the College into the facility to conduct training or instruction of any kind
 - r. dropping, slamming, or improperly handling weights or equipment in a manner likely to cause damage, noise disturbance, or risk of injury
 - s. performing exercises or activities that, in the opinion of College staff, present an undue risk to safety or are inappropriate for the facility's environment.
- 9.2 Any failure to comply with these rules and etiquette standards may result in immediate removal from the Fitness Centre premises and may give rise to additional sanctions as deemed appropriate by the College.
- 9.3 The Housing and Fitness Centre Officer will remove unattended items left in day-use lockers 48 hours after a notice has been posted.
- 9.4 Criminal activity of any nature is strictly prohibited and may result in referral to law enforcement authorities.

10.00 EQUIPMENT CLEANING

- 10.1 The Fitness Centre is maintained and cleaned daily for sanitation purposes.
- 10.2 Members are required to clean the equipment both before and after use.
 - a. Failure to properly clean equipment may result in the suspension or revocation of membership privileges without refund.
- 10.3 All members are required to abide by the [*CMTN Communicable Disease Plan*](#).

11.00 COMPLAINTS

- 11.1 The College recognizes the importance of maintaining a safe and respectful environment within the Fitness Centre.
 - a. Members are encouraged to report any concerns or incidents that may arise during their use of the facility.
- 11.2 A Fitness Centre complaint form is available to all members for the purpose of submitting complaints related to:
 - a. alleged breaches of the Fitness Centre rules and etiquette
 - b. observed unsafe conditions or practices
 - c. interactions involving harassment, violence, bullying, discrimination, and other forms of misconduct
 - d. damage to equipment or facilities
 - e. any other matter impacting the safe and respectful operation of the Fitness Centre.
- 11.3 Completed complaint forms may be submitted:
 - a. directly to the Housing and Fitness Centre Officer during hours of operation
 - b. electronically by emailing fitnesscentre@coastmountaincollege.ca.
- 11.4 Complaints will be addressed in a timely and confidential manner in accordance with applicable College policies and procedures.
- 11.5 The College reserves the right to determine the appropriate course of action, including investigation, resolution, and any necessary corrective measures.

12.00 LOST AND FOUND

- 12.1 Any misplaced or lost member belongings or any items found by a member (e.g., driver's licence, keys, phone, documents) should be reported to the Housing and Fitness Centre Officer as soon as possible.
 - a. Any information provided will be kept confidential and could help in retrieving and/or identifying the item(s).
- 12.2 Items lost or found outside the Fitness Centre may have been turned in to Campus Security.
 - a. Email fitnesscentre@coastmountaincollege.ca to retrieve personal belongings.

- 12.3 The College offers a lost-and-found service on a courtesy basis and is not liable for any missing property.
 - a. Personal belongings that have been left in the Fitness Centre, common areas, and public spaces will be kept for 30-days.
 - b. The Housing and Fitness Centre Officer will contact members to retrieve personal belongings only when ownership has been clearly identified or reasonably established.
 - c. After 30 days, personal belongings will either be donated or disposed of.

13.00 HARM AND INJURY

- 13.1 Participation in activities within the Fitness Centre is entirely voluntary.
- 13.2 Should an incident, injury, or related emergency occur:
 - a. call 911 for medical, fire, and police emergencies
 - b. contact College first aid, by dialing 4444 on the phone in the Fitness Centre, 8:30 a.m. to 4:00 p.m.
 - c. call Terrace Campus Security:
 - i. 250.615.9894 Monday to Friday from 4:00 p.m. to 8:00 a.m.
 - ii. Saturday from 4:00 p.m. to 1:00 a.m.
 - iii. Sunday from 9:00 a.m. to 5:00 p.m.
 - d. contact Manager, Student Housing and Campus Community, 250.635.6511 ext. 5220; after hours and during campus closures, 250.615.7846.

14.00 DRUGS, SMOKING, VAPING, AND ALCOHOL

- 14.1 The consumption, possession, use, distribution, and storage of drugs, and drug paraphernalia, is prohibited on College property, including within the Fitness Centre.
- 14.2 The consumption, possession, use, distribution, and storage of alcohol is prohibited on College property, including within the Fitness Centre.
 - a. The only exception is where expressly permitted under [FAC-003, Special Occasion Licences: Events with Alcohol Policy](#), which allows consumption of alcohol under certain specified circumstances and must follow the requirements of the [BC Liquor Control and Licensing Act](#) and other relevant legislation.
- 14.3 Members who exhibit disruptive, unsafe, or inappropriate behaviour while under the influence of alcohol or drugs will be removed from the Fitness Centre and may be prohibited from accessing other College property.
- 14.4 Smoking (including tobacco, vaping, and cannabis) is also prohibited within the Fitness Centre.
 - a. Smoking and vaping are only allowed in designated smoking areas on the Terrace campus.
- 14.5 If an occupant is found to be in violation of the no drugs and alcohol policy as a result of seeking medical help for a suspected overdose, no punitive action, suspension, or revocation of their membership will be taken as per the BC [Good Samaritan Act](#).

15.00 INVESTIGATIONS

- 15.1 Employees are responsible for the conduct of their authorized guests and therefore will be subject to conduct investigation where their guests are implicated.
- 15.2 For student matters, only the Manager of Student Housing and Campus Community, in collaboration with the Director of Student Health Services, has the authority to initiate, conduct, or act following an investigation that may result in suspension, restriction, or cancellation of Fitness Centre membership privileges.
- 15.3 For employee matters, only the Director of Human Resources has the authority to initiate, conduct, or act following an investigation that may result in suspension, restriction, or cancellation of Fitness Centre membership privileges.
- 15.4 Incidents involving authorized guests will be investigated by the Manager, Student Housing and Campus Community, who will determine appropriate actions.
 - a. These may include revocation of guest access privileges and notification of the employee sponsor, when applicable.

16.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 16.1 [ADM-009, Non-Academic Student Conduct Policy](#)
- 16.2 [ADM-009P, Student Non-Academic Conduct Procedure](#)
- 16.3 [ADM-010, Fitness Centre Policy](#)
- 16.4 [EDU-007, Sexual Violence and Misconduct Policy](#)
- 16.5 [EDU-007P, Sexualized Violence Procedure](#)
- 16.6 [FAC-003, Special Occasion Licences: Events with Alcohol Policy](#)
- 16.7 [FAC-010, Closed Circuit Video Camera Policy](#)
- 16.8 [FAC-010P, Closed Circuit Video Camera Procedure](#)
- 16.9 [HMR-001, Employee Code of Conduct](#)
- 16.10 [HMR-003, Bullying, Harassment and Discrimination Policy](#)
- 16.11 [HMR-003P, Bullying, Harassment, and Discrimination Procedure](#)
- 16.12 [HMR-008, Drug, Alcohol and Impairment Policy](#)

17.00 OTHER SUPPORTING DOCUMENTS

- 17.1 [Accountable Privacy Management in BC's Public Sector](#)
- 17.2 [BC Cannabis Control and Licensing Act](#)
- 17.3 [BC Cannabis Distribution Act](#)
- 17.4 [BC Freedom of Information and Protection of Privacy Act](#)
- 17.5 [BC Good Samaritan Act](#)
- 17.6 [BC Liquor Control and Licensing Act](#)
- 17.7 [BC Privacy Management Program Direction](#)
- 17.8 [BC Tobacco and Vapour Products Control Act](#)

17.9 [CMTN-Communicable-Disease-Plan](#)

17.10 *CMTN Fitness Centre Complaint Form*

17.11 [CMTN Fitness Centre Membership and Waiver Form](#)

17.12 [Government of Canada Controlled Drugs and Substances Act](#)

17.13 [Overdose Prevention and Response: Guidelines for B.C.'s Post-Secondary Sector](#)

18.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Role	Approved By
Created	Sept. 28, 2025	Manager, Student Housing & Campus Community	President's Council