


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

FITNESS CENTRE POLICY

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 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 MEMBERSHIP

- 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 A valid membership is required to access the Fitness Centre.
 - a. Membership eligibility is limited to the term in which a student is actively registered and is only current for that term.
 - b. Membership for employees based at the Terrace campus, as well as their authorized guests, will be issued on a monthly basis.
 - c. Memberships for employees based at regional campuses, along with their authorized guests, will be issued on an annual basis and will require the purchase of at least 30 days of use, which must be used within the calendar year.
 - d. Weekly memberships are available for approved CMTN Housing guests.
- 3.3 To obtain access, all users must submit a completed and signed [Fitness Centre membership and waiver](#) form to fitnesscentre@coastmountaincollege.ca, which constitutes part of the membership process.
 - a. Employees are solely responsible for submitting all required forms on behalf of their authorized guest.
 - b. Authorized guests may not submit forms directly.
- 3.4 Members are responsible for managing their own health and are encouraged to consult a healthcare provider before beginning or resuming physical activity.
 - a. The College does not assess individual fitness to use the facility.

4.00 MEMBERSHIP FEES AND HOURS OF OPERATION

- 4.1 The membership fees and the hours of operation for the Fitness Centre are documented in ADM-010P, *Fitness Centre Procedure* and are also available on the [College website](#).
- 4.2 The College reserves the right to revise:
 - a. membership fees with appropriate notice to members
 - b. Fitness Centre hours of operation based on institutional needs, maintenance, and public health requirements.

5.00 AGE REQUIREMENT

- 5.1 Members must be 17 years or older to use the Fitness Centre independently.
- 5.2 Members aged 13 to 17 years of age must have a legal guardian sign a waiver on their behalf.
- 5.3 Members aged 13 to 16 may use the Fitness Centre only when they are accompanied by someone 18 or older.
- 5.4 Individuals under the age of 13 are not permitted in the Fitness Centre or allowed to use Fitness Centre equipment.

6.00 DAMAGE, HARM, AND INJURY

- 6.1 Participation in activities within the Fitness Centre is entirely voluntary.
- 6.2 All members who use the Fitness Centre or participate in Fitness Centre activities do so at their own risk and assume full responsibility for any damages, harm, or injuries sustained as a result of such participation.
- 6.3 The College assumes no responsibility or liability for injuries, damages, or losses incurred through participation in fitness activities or the use of Fitness Centre facilities and equipment.
- 6.4 All members are strongly advised to use caution and be aware of potential health risks associated with physical activity and exercise.
- 6.5 Members should ensure that they are physically able to participate safely in fitness activities and seek medical advice if uncertain about their health status.
- 6.6 Should an incident, injury, or related emergency occur, members should seek appropriate medical attention immediately.

7.00 FITNESS CENTRE RULES, ETIQUETTE, AND CLEANING

- 7.1 The rules, etiquette standards, and cleaning requirements governing the use of the Fitness Centre are documented in ADM-010P, *Fitness Centre Procedure*.
- 7.2 Employees are responsible for the conduct of their authorized guests at all times, including when the guest is using the facilities without the employee present.
- 7.3 Students or employees who fail to comply with the rules, etiquette, or cleaning requirements will have their access and membership privileges temporarily suspended or permanently revoked.
 - a. All such student incidents are subject to investigation under [ADM-009, Student Non-Academic Conduct Policy](#).

- b. All such Employee incidents are subject to investigation under [HMR-001, Employee Code of Conduct](#).

8.00 DRUGS, SMOKING, VAPING, AND ALCOHOL

- 8.1 Smoking (including tobacco, vaping, and cannabis), using drugs (including drug paraphernalia), and consuming alcohol are prohibited within the Fitness Centre.
- 8.2 Members who engage in smoking, vaping, the use of drugs, or consumption of alcohol inside the Fitness Centre will have their access and membership privileges temporarily suspended or permanently revoked.
- 8.3 Any breach of Section 8.00 by an employee or their authorized guest may result in progressive discipline of the employee.

9.00 SAFETY, SECURITY, AND PRIVACY

- 9.1 The Housing and Fitness Centre Officer and Campus Security may reasonably monitor activities within the Fitness Centre to ensure safety, security, and adherence to College policies and procedures.
- 9.2 The College can use the CCVC system to monitor and/or record activities within College-owned or occupied locations to perform one or more of the following activities:
 - a. assist in the protection of individuals, assets, and property
 - b. assist in the investigation of reported criminal activity, injury, property loss, and security violations
 - c. assist in the investigation of violations of College policies related to safety that result in serious injury or death
 - d. comply with other purposes permitted under BC's [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) and other applicable laws.
- 9.3 The CCVC system is one part of the College's security program and is used in the College's continuing efforts to enhance campus safety and security.
 - a. The presence of camera systems in the Fitness Centre is not a guarantee of safety for persons or property.
- 9.4 Additional information regarding the use of the CCVC systems and privacy can be found in [FAC-010, Closed Circuit Video Camera Policy](#) and its accompanying procedure ([FAC-010P, Closed Circuit Video Camera Procedure](#)).

10.00 PROHIBITED ITEMS

- 10.1 The possession or use of prohibited items is not permitted in the Fitness Centre to ensure the safety, cleanliness, and comfort of all members.
- 10.2 A detailed list of prohibited items is included in ADM-010P, *Fitness Centre Procedure*.

11.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 11.1 [ADM-009, Student Non-Academic Conduct Policy](#)
- 11.2 [ADM-009P, Student Non-Academic Conduct Procedure](#)
- 11.3 *ADM-010P, Fitness Centre Procedure*

- 11.4 [EDU-007, Sexualized Violence Policy](#)
- 11.5 [EDU-007P, Sexualized Violence Procedure](#)
- 11.6 [FAC-010, Closed Circuit Video Camera Policy](#)
- 11.7 [FAC-010P, Closed Circuit Video Camera Procedure](#)
- 11.8 [HMR-001, Employee Code of Conduct](#)
- 11.9 [HMR-003, Bullying, Harassment, and Discrimination Policy](#)
- 11.10 [HMR-003P, Bullying, Harassment, and Discrimination Procedure](#)
- 11.11 [HMR-008, Drug and Alcohol Policy](#)

12.00 OTHER SUPPORTING DOCUMENTS

- 12.1 [Accountable Privacy Management in BC's Public Sector](#)
- 12.2 [BC Cannabis Control and Licensing Act](#)
- 12.3 [BC Cannabis Distribution Act](#)
- 12.4 [BC Freedom of Information and Protection of Privacy Act](#)
- 12.5 [BC Good Samaritan Act](#)
- 12.6 [BC Privacy Management Program Direction](#)
- 12.7 [BC Tobacco and Vapour Products Control Act](#)
- 12.8 [CMTN-Communicable-Disease-Plan](#)
- 12.9 [CMTN Fitness Centre Complaint Form](#)
- 12.10 [CMTN Fitness Centre Membership and Waiver Form](#)
- 12.11 [Government of Canada Controlled Drugs and Substances Act](#)
- 12.12 [Overdose Prevention and Response: Guidelines for B.C.'s Post-Secondary Sector](#)

13.00 HISTORY

Created/Revised Reviewed	Date	Author's Role	Approved By
Created	Oct. 18, 2021		President's Council
Reviewed	Oct. 31, 2023	Director, Ancillary Services	Not Approved
Revised	Sept. 28, 2025	Manager, Student Housing and Campus Community	President's Council