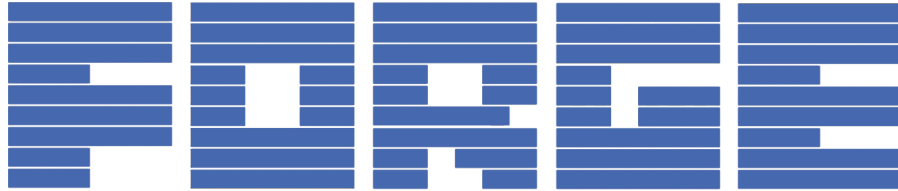


General Guidelines for Facility Use by Members

General gym rules including:

- Member code of conduct
- Dress code
- Hours of operation
- Age requirements
- Cell phone use
- Pets and animal policy
- Personal music use
- Use of lockers and change rooms
- Policy for use of gym equipment and group fitness room

Members Guide: General Policies, Procedures, & Guidelines



WELCOME TO FORGE

Firstly, we'd like to welcome you to the Forge community. We will strive to make your membership at Forge the most rewarding and enjoyable experience possible. In order to ensure that use of the facility remains a safe, respectful, and enjoyable experience for all members, we have established a guide for members that include the rules and regulations of the proper use of the facility, as well as the behavioral expectations of members and staff.

MISSION STATEMENT

Our Mission is to enhance the wellbeing of our community through the education and practice of functional strength training.

VISION STATEMENT

Our vision is to create a world-class training facility to help members of our Victoria community continuously enhance their health, movement ability, and strength of mind and body in order to maximize their potential in life.

1. GENERAL FACILITY POLICY & PROCEDURES

Failure to comply with the following policies and guidelines could result in, but are not limited to, being asked to leave the facility, suspension or cancellation of membership without notice, or in serious cases, criminal prosecution. See section (8) for more details.

- All members must complete fitness waiver form before using the gym. Users assume a risk of injury or even death while participating in recreational activities.

All participants are strongly urged to have regular medical check-ups and carry medical insurance coverage.

- All members MUST sign-in each time they use the facility, utilizing their personalized key tag. New members will be given a new member tag on the first day of visit.
 - Members who have forgotten their membership key tag must sign-in manually
 - Each member is given 1 free replacement key tag in the event of a lost key tag, with each key tag thereafter costing \$2 in replacement costs.
- The use of water bottles and closed reusables are permitted throughout the facility
- All personal belongings (jackets, bags, clothes, etc.) must be stored within the locker rooms at all times. Valuables such as phones and wallets can be left with the front desk staff
- No smoking, alcohol, or illegal drugs are permitted at anytime
- All equipment must be wiped down with spray disinfectant and towels after use
- Animals are not permitted (except guide/aide animals) in the main gym area.
- Bicycles are prohibited inside the facility and must be stored outside at the bike racks.
- The minimum age to join or purchase a drop-in day pass at Forge Training is 13 years old, however we do require a parent or guardian signature for anyone under the age of majority. In addition, all members under the age of 18 are required to have a series of orientations in order to help familiarize and get comfortable in the club.
 - Children under the age of 16 are **not** permitted to use the facility with a guest drop-in pass without the supervision of a responsible adult
 - Children between the ages of 16-18 years old may purchase a drop-in day pass only with the signature of a parent or guardian over the age of majority
- Lost and Found
 - Forge Myoconditioning Victoria is not responsible for lost or stolen articles. Do not bring valuables to the facility.
 - Lost and found is located at front desk
 - “Non-valuable” items will be held for 30 days, and then discarded
 - “Valuable items” will be turned over to police after 30 days

2. USE OF THE MAIN GYM AREA POLICY & PROCEDURES

- Proper athletic attire must be worn at all times.
 - Sandals and bare feet are not permitted, EXCEPT during classes that utilize either jiu jitsu or yoga mats.
 - There is a strict “shirts on” policy in effect at all time. No shirts that expose the nipples will be accepted
 - Jeans, work boots, and outdoor footwear, and other non-gym attire is not permitted
 - Clothing that expresses any profane or discriminating messages is prohibited
- All weights and equipment must be returned to their appropriate places after use
 - All plate weights and dumbbells must be returned to their corresponding rack in sequence
 - Weights are not to be left on the floor
 - Weights are not to be leaned against the walls or other equipment
- The dropping of barbells with weights may occur ONLY on the Olympic weightlifting platform and classroom area, and ONLY with the use of bumper plates.
- The dropping of dumbbells should be minimized, and only done in extreme circumstances. All other times members are asked to lower weights with control
- The use of chalk is permitted ONLY if the user cleans up after themselves with the marked disinfectant spray and towels. Failure to cleanup will result in revoking of individual’s chalk privileges.
- Cell phones are permitted within the weight area to film technique and/or to take personal pictures. Filming/picture taking of other members without consent may result in immediate membership cancellation.
- Music is permitted only with the use of headphones
- Members must allow others to “work in” on equipment during busy times.
- All broken equipment must be reported to front desk staff
- Working hard is permitted – being disrespectful to other members is not. This may include: yelling or grunting excessively loud, flexing or posing in the mirrors, taking pictures or “gym selfies” excessively, not sharing equipment etc.

3. USE OF THE CLASSROOM AREA POLICY & PROCEDURES

- The classroom area may be used by members and trainer outside of scheduled class times
- The class area is NOT accessible to members doing personal workouts during scheduled class times
- Barbells with bumper plates are PERMITTED to be dropped in the classroom area
- Jiu-jitsu mats mat NOT be used outside of scheduled Jiu-jitsu class times
 - Only approved mat footwear may be used on the mats
- All rules for cleanliness and attire apply during use of the classroom

4. LOCKER ROOM USAGE

- Locker rooms and shower facilities are for use by MEMBERS ONLY.
- Lockers are permitted for DAY USE ONLY. Any locks left on overnight will be cut, and the contents will be put into the lost and found
- Cellphone video and picture use is STRICTLY PROHIBITED in the lockers. This includes, and is not limited to the taking of pictures, videos, mirror selfies, and selfies.
- Ensure that towels are put into the towel bin after use
- Please inform staff if you notice any issues with the locker rooms (missing soap, lack of towels, etc.)

5. EMERGENCY POLICY & PROCEDURES

- All injuries and medical incidents must be reported to Forge front desk staff
- In the case of serious cardiovascular emergencies, Forge staff trained in the use of the AED can operate the equipment
- In the event of a fire or other emergency, alarms will sound throughout the facility. Forge staff members will provide members with evacuation instructions

6. DISABILITY ACCOMMODATIONS

- Forge is equipped with a gender neutral handicap accessible change room, as well as access ramps to and from the facility.
- To request further disability accommodations, please contact Forge Management at info@forgevictoria.com

7. CONDUCT

Forge staff reserves the right to address any witnessed or reported concerns related to conduct or disruptive behavior. Disruptive behavior is not allowed and may result in MEMBERSHIP SUSPENSION OR TERMINATION. Patrons participating in any program or utilizing any facility or service offered by Forge Myoconditioning Victoria are expected to conduct themselves in a respectful and appropriate manner; any patron violating this expectation subjects themselves to membership suspension or termination, or discontinuation of service or program.

Please report any incident that has occurred to you, another member, or staff. Immediately to management.

See the below list of prohibited general conduct:

- Conduct which is obscene or indecent.
- Clothing that expresses any profanity or bigoted messages will not be allowed
- Harassing any patron or staff during a program, in our facilities, or utilizing our services through unwanted conduct that causes reasonable fear for safety (e.g. stalking) or is sufficiently severe, pervasive and persistent that it interferes with the person's ability to participate in or benefit from Forge's programs, services, or facilities.
- Threatening physical abuse, intimidation, coercion or conduct which threatens the health and safety of others.
- Physical abuse, intimidation, coercion or other conduct which endangers the health or safety of others.