**“….increase participation by non-traditional groups….…....provide a comfortable and relaxed environment which welcomes diversity..……...encourage lifelong participation in physical activity…….….promote, complement and contribute to the University’s Mission……....operate a sensitive pricing policy whilst maintaining cost effective status…..”**

**In accordance with the above aims the following   
Conditions of Use apply in Arc.**

**GCU staff and students may find themselves subject to disciplinary action under the University’s procedures should they be found to be in breach of any of the conditions of use. We reserve the right to refuse admission, and refuse, cancel or suspend memberships pending investigation of any alleged breach of the conditions.**

**General Terms and Conditions  
  
Conduct**

Arc users are expected to use equipment and facilities in a way that will not have any detrimental impact on the health, safety or comfort of themselves or other users, and to comply with any written or verbal requests given by staff.  
  
We reserve the right to ask you to leave or prevent you entering Arc if we consider your behaviour or conduct is not appropriate.   
  
Racist, sexist, homophobic, transphobic, violent or aggressive behaviour and other discriminatory behaviour will not be tolerated.

Inappropriate language or anti-social behaviour is unacceptable.

Arc users are advised to use social media platforms wisely and engage with them with due care and caution in regards to those working out around them. Please make every effort to respect others privacy.

**Dress Code**

Arc users are advised to comply at all times with the Arc dress code - clean and appropriate clothing should be worn (it is not acceptable to go topless or wear shoes that will mark the floors).

**Eating, Drinking and Smoking**

Smoking is not permitted in any part of Arc or by the front entrance, including use of e-cigarettes or similar devices. No person should bring in or consume alcohol within Arc.

Food and drink (other than water in non-glass containers) should not be taken into corridors or activity areas.

**Health and Safety**

If the fire alarm activates, please leave the building through the nearest safe fire escape route and go to the fire assembly point between the Arc and CEE building.

If you suffer an accident or injury on our premises, you must report it and the circumstances under which it happened to a member of staff. This helps to prevent a reoccurrence of any issues.   
  
Members’ health is their own responsibility and you should refer to Arc’s Health Commitment Statement   
(Arc reception)

PAYG users must sign visitor book at reception and read HCS.

**Membership Terms and Conditions**

Members must be 16 and over.

Membership cards are issued to all members. GCU students and staff will have their id cards activated on joining Arc.  
  
All members must produce their membership card to gain access to the facility.

Any member found to pass their membership card to people to gain access will have their membership cancelled.   
  
Arc users should check equipment before use and any obvious faults or problems contact a member of Arc staff. If equipment has to be moved or adjusted (such as volleyball nets) please ask Arc staff.

If you are unsure how to use equipment, please ask for assistance from Arc staff.

Arc will not take responsibility where a user sustains injury from incorrect use of equipment.

All equipment should be replaced after use, equipment, and machines wiped down.

Arc reserves the right to refuse any application for membership or terminate any membership on grounds relating to Terms and Conditions of use.   
  
Arc reserves the right to review membership and class fees annually and payments may be increased. The member will be given one-month notice of any proposed increases.

Only monthly memberships purchased online need to be cancelled by the member, as all others will automatically expire at the end of the membership period. Please note that members are responsible for the management of their payments.

All charges, times of opening, booking times, locations and activity programmes are subject to review and possible change.

**Under 16’s**

Under 16’s will be admitted to Arc only if they are under the supervision of a responsible adult.

Appropriate adult/child ratio will vary depending on the age of children and type of activity but should be approved beforehand by Arc staff.

The responsible adult is required to ensure that all children under their care are supervised at all times.

We will require to be satisfied that any coach or instructor working with children has undergone a Disclosure Scotland check.

The responsible adult is required to ensure that all children under her or his care abide by the Conditions of Use of the facilities.

**Bookings**

Access to the changing areas and activity areas is not permitted more than 15 minutes prior to booking start time.

All bookings include changeover times.

Booking one area of the facility does not entitle individuals or groups to use of any other area. In particular, access to any gym areas is strictly for members only.

Notification of cancellation must be received, in writing or by telephone, 48 hours prior to booking start time. Failure to do so will result in a cancellation fee being charged.

Room Hire – room should be checked before use and equipment checked and faults reported to Arc staff. All equipment should be switched off before leaving the room. Any faults should be reported to Arc staff.

It is your responsibility when hiring an area of Arc to do a risk assessment of the area and notify Arc staff of any potential dangers.

Block bookings must complete a hire agreement booking form.

**Coaches and Instructors**

We must receive evidence of all coaching qualifications and insurance prior to activity taking place.   
This applies to those who hire rooms and halls in Arc as well as class instructors.

Instructors are expected to help with the layout and set up of each session at which they instruct.

Instructors should check that all equipment is safe to use and that is positioned properly before start of the session.

Instructors are expected to abide by the Conditions of Use and to ensure that all those under their supervision do likewise.

**Lockers and Lost Property**

Arc is not liable for any loss or damage to personal belongings.

For security reasons, you must store personal belongings in the locker provided.  
  
Lockers that are not hired are required to be emptied and left unoccupied overnight. Arc staff will remove items from lockers if left overnight and place them in lost property.

Lost property will not be kept in Arc for more than 4 weeks.