

Membership Practices & Facility Guidelines

The Mission of the Fitness Center:

- Provide members with a professionally supervised facility that promotes active, healthy lifestyles and decreases disease risk factors.

Qualifications of Staff:

- Exercise physiologists, exercise specialists, physical, occupational and speech therapists, cardiac nurses, athletic trainers, and fitness instructors.
- Specialty classes are led by Certified Instructors.
- Nationally Certified Trainers are available.

Membership Type:

- Individual memberships: Must be 18 years or older to have independent membership. Younger clients must be enrolled in special programs offered with staff assistance and will need parent signature for enrollment.
- Family Memberships: Spouse and dependent children 10 and over. Children over the age of 20 need proof of dependent status. i.e: college enrollment, disability. Family members are those that can file jointly or can be claimed as family dependents on income tax returns.

Getting Started

- Complete the *Medical History Form (MHF)*, and if applicable, obtain physician consent.
- Read and sign the *Membership Application Form (MAF)* and agree on method of payment.
- Once these forms are received, an initial Health Assessment will be scheduled to review the medical history, past activity level, and to establish a medical/fitness baseline in order to develop a personalized exercise routine. This baseline will be used to show progress with your program.
- Sign *Consent to Participate and Health Assessment/Orientation Check off List* with trainer during the Health Assessment.
- We will schedule and develop a personal program and train members on equipment use during an Orientation Session. Proper instruction will ensure a safer and more productive workout.
- A scan card will be issued at the Health Assessment or Orientation Session. With the scan card you may access the Healthplex during our normal business hours.
- Health Assessment and Reassessments may be sent to your physician to share your fitness level and achievements.

Visit Capital Region Medical Center's website at www.crmc.org to obtain forms, fliers, newsletters, and information about special functions at the Healthplex.

Membership Benefits

- Use of cardiovascular area, free weight area, and strengthening machines. Assistance available as needed.
- Cardio theater available in cardio area. Purchase headsets at front desk or bring your own.
- Free group exercise classes in the Aerobic Studio (see program flier).
- Specialty classes at a reduced member rate (see program flier for classes that apply)
- Re-assessment and program follow-up offered quarterly at no cost. Ask fitness staff for help with scheduling.
- Personal training available at discounted rates (see flier)
- Weight management program, metabolic testing, and nutrition education available.
- Screenings and participation in educational programs offered at the Healthplex at a reduced member rate (watch for fliers in the Healthplex)
- Lab results at discounted rates for the Cholesterol Screenings conducted at the Healthplex
- Health education handouts and newsletters (available in the Healthplex)
- Access to multiple professionals for advice on reaching your fitness goals.
- Locker Rooms

Payment Plans

- Monthly (Electronic Funds Transfer) – Re-occurring monthly dues require the electronic funds transfer (EFT) method with a voided check. Membership dues are automatically billed electronically each month to your checking account on the 5th day of each month.
- Monthly Payroll Deduct (CRMC Employees) – Employees of CRMC (Capital Region Medical Center) must use monthly EFT or payroll deduction. Payroll deduction would apply only to CRMC employees with fulltime, weekend program, or part-time benefits.
- Healthplex membership fees are subject to change. Notices of change in membership dues will be posted in the Healthplex and in the Healthplex newsletter. For members who pay monthly the new monthly membership due charge will take effect on the first day of the second month following the date of the notice. For members who pay six months or one year at a time the new membership dues will take effect at the time of expiration.
- Six months or one year - paid in full by cash, check, or credit card.
- Memberships not renewed within 30 days will be terminated.
- Terminated members that rejoin will require a new joining fee when reactivating membership.
- Specialty class and Water class passes are sold quarterly. New sessions start Jan, April, July, and October. Ask membership office if space is available and for prorated fees if joining mid session.
- Members do not receive refunds on unused portions or for termination

Temporary Membership Freeze

- When unable to use the facility due to extended illness/injury, long-term, or military leave, a temporary hold may be put on a membership for a fee.
- A period of 1-3 months is allowed one time per 12-month period. Proof is required to extend time for doctor's excuse or military leave.
- A "FREEZE FORM" with member's signature must be completed 15 days PRIOR to the effective freeze date (with exception for unexpected medical holds).
- A \$5 fee per month for individuals or a \$10 per month fee for families is due at time the freeze is requested.
- Freeze fee will be waived if member is hospitalized at CRMC or receiving rehabilitation services at Sam B. Cook Healthplex.
- CRMC employees using the payroll deduct method cannot freeze membership. You may change to the EFT method in order to make this request.

Resignation of Membership

- To discontinue membership, a "*Membership Cancellation Form*" must be completed 30 days prior to the month wanting to cancel.
- Cancellations will not be taken over the phone. If you cannot physically get to the facility, you may mail a letter request or email us at pmassie@mail.crmc.org
- No refunds of the joining fee or a monthly due after member has completed the initial health assessment.
- No refunds for early termination.
- Six month and year plan members can receive a gift certificate for time remaining on membership after the 30 day notice of cancellation. The gift certificate can be saved for future use or given to friend or family member.

Guests of Members

- A guest, when accompanied by a member, may use the facility for a \$5.00 fee.
- A guest consent form must be signed at front desk prior to use of facility.
- No more than two guests per member at one time.

Holidays

- The Fitness Center will be closed on New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. We close early on Christmas Eve and New Year's Eve. Watch for posted signs.

Inclement Weather

- The Fitness Center remains open unless announced on the local radio and news stations.
- When Jefferson City public schools are closed, Cardiac Rehab, Diabetes Management Center classes, and all morning group exercise and water classes in the Fitness Center are cancelled.

Locker Room and Lockers

- Towels, hairdryers, soap, and shampoo are provided in locker rooms on upper and lower level.
- Membership cards must be scanned to enter locker rooms on upper level.
- Members may provide their own lock or buy one from front desk. Lockers used only while on the premises.
- Locks left overnight will be cut off and items removed.

Parking and Entry to Center

- Parking is available at lots off Edgewood on the side of the building near the Healthplex entrance. Parking also available adjacent to lower level aerobics studio, massage therapy, and therapeutic pool.
- **Please do not park in the handicap or patient only spots unless you have a handicap parking tag. Van handicap space is reserved for VANS ONLY.**
- Members will be issued a membership ID card which must be scanned at the front desk when entering the Fitness Center.
- Members using the lower level must scan in on the scanner available next to stairwell.

General Guidelines

- Must be a member or registered guest to use the facility.
- All members must use scan card at each visit to show membership status and record facility use.
- Children under age 10 are not allowed in the exercise area and group fitness room. They can not be left unattended in the atrium or waiting area.
- Family members age 10-15 must be accompanied by adult member at all times.
- Move off the weight equipment if socializing and others are waiting.
- Report any equipment malfunctions to staff immediately.
- Notify staff of any changes in your health status.
- Return weights and equipment to their proper places when finished.
- Deposit towels in designated bins.
- Shoes and shirts required. No open-toed shoes.
- Use approved sanitizer found throughout the gym to wipe down equipment after use.
- Rehab patients have priority on equipment.
- Foul language and harassment are not allowed and may be grounds for termination of membership.
- Failure to follow staff's recommendations for proper use of equipment may be ground for termination of membership.

Contact Information or Guideline Questions

- Membership office: 573-632-5634
- Healthplex front desk: 573-632-5614
- Questions can be sent to Healthplex Supervisor: kbenward@mail.crmc.org

