UOW College Hong Kong
Fitness Room
Rules and Regulations

All users are required to follow the fitness room Rules and Regulations at all times while in the fitness room. Users who fail to comply with the Rules and Regulations will be asked to leave the fitness room or will lose their eligibility to use the fitness room. The College reserves the right to amend the Rules and Regulations without prior notice. In case of dispute, the decision of the College shall be final.

Eligible Users

- Age 18 or above
- Valid student card/staff card holders with an Entry Permit for Fitness Room
- To ensure the safety of the fitness room users, they should complete the training session "***A Guide to Fitness Equipment***" organized by the College time to time in order to apply for an Entry Permit for use of the Fitness Room. Users without the permit will NOT be allowed to enter the fitness room[1].
- No guests are allowed to enter the fitness room without prior permission from the College.

Personal Safety, Health, and Hygiene

- Users should make sure that they are in good physical and mental condition before exercising.
- Users entering the fitness room are deemed to agree and understand that they should be responsible for their own health and safety, and the College will not be responsible for any injuries or accidents caused due to exercising. However, users are advised to report any incidents to the staff immediately to seek assistance.
- Users are recommended to seek medical advice from doctors and stop their exercise immediately if they have any health concerns or are not in good health conditions.
- To maintain a clean and hygienic environment for workout, no eating or drinking (except water) is allowed in the fitness room.

[1] Applicant can apply for an exemption from the training session "A Guide to Fitness Equipment" with equivalent proof showing that he/she is a valid user of Leisure and Cultural Services Department (LCSD) fitness rooms or has equivalent qualifications recognized by the Physical Fitness Association of Hong Kong (https://www.lcsd.gov.hk/tc/fitness/list.html) when applying for the entry permit.

Personal Conduct

- Users should behave in good manners and beware of personal conduct. Users should not cause any disturbance to other users.
- No photo-taking, video/audio recording or live streaming is allowed in the fitness room without prior permission from the College.
- Any misconduct, misuse of fitness equipment, and vandalism will result in disciplinary or legal actions.

Personal Belongings

- Users should not leave valuables unattended and should take good care of their personal belongings. The College will not be responsible for loss or damage of personal property.

Proper Workout Attire

- Users should wear proper workout clothing and non-marking rubber sole sports shoes.
- Staff at the fitness room have the right to ask the users to leave the fitness room if their outfit is deemed inappropriate.

Access to the Fitness Room

- Valid users can access the Fitness Room by walk-in, prior bookings are not required.
- Each user can occupy no more than 2 sessions per day (1 hour / session). Registrations may be cancelled without prior notice if the number of registrations exceed the quota, subject to availability.
- The maximum capacity of the fitness room is **15 users / session**.
- Fitness Room is closed on Sundays and public holidays.

Walk-in Procedures:

1. Register the session by scanning the QR code at the entrance of the Fitness Room (3/F).
2. Complete the online registration form. Users are required to enter Student ID / Staff ID number, Fitness Room Entry Permit Card number and select preferred session(s).

3. Show the Student ID / Staff ID card and Fitness Room Entry Permit Card to the security guard for checking. Record the check-in time at the help desk of the Fitness Room (3/F).
4. After use, record the check-out time.

Application for Entry Permit of Fitness Room

Complete and submit the following forms to the **General Office at 1/F#** during office hours and settle the fee for the Fitness Room Entry Permit application:

- Application Form
- Declaration for Access to the Fitness Room
- Supporting documents* (i.e., proof of LCSD fitness room valid user/equivalent qualifications recognized by the Physical Fitness Association of Hong Kong)
- Administrative Fee: HK$80 (*Alipay / Wechat Pay / Credit Cards*)

**Only for applicants who have not completed the training session "A Guide to Fitness Equipment".*

The administrative fee is inclusive of the training session "***A Guide to Fitness Equipment***"[2] and an entry permit for accessing and using the fitness facilities in the fitness room. The entry permit will be valid throughout the study period.

*The Student Centre

Opening Hours:	Monday – Friday: 09:00 a.m. to 5:30 p.m. Saturday, Sunday & public holidays: Closed
Address:	TW121, 1/F, UOW College Hong Kong, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong

#General Office

Opening Hours:	Monday – Friday: 09:00 a.m. to 5:30 p.m. Saturday: 9:00 a.m. to 12:00 p.m. Sunday & public holidays: Closed
Address:	1/F, UOW College Hong Kong, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong

Fitness Room

Opening Hours:	Monday – Friday: 9:00 a.m. to 8:00 p.m. Saturday: 9:00 a.m. to 4:00 p.m. Sunday & public holidays: Closed
Address:	3/F, UOW College Hong Kong, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong

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[2] The training session will be organized by the College irregularly throughout the academic year.