

## **OP. 1 Access to The Works Facilities**

---

### **PURPOSE**

This policy establishes guidelines relating to access control of the facilities at The Works.

### **SCOPE**

This policy applies to all users of the facilities at The Works.

### **POLICY STATEMENT**

#### **I. Access to the Field House and MUN Recreation Facilities**

- a. Individuals wishing to use any of the services in the Field House or Physical Education Building must first check in at the Customer Service Desk to obtain an access wristband by submitting their student or membership card or by paying a drop-in fee. Without this access wristband, entry into the facilities is not permitted.
- b. Access wristbands should be worn and visible at all times and returned to the Customer Service Desk when the user concludes using facilities.

#### **II. Access to Aquarena Facilities**

- a. Individuals wishing to access activities in the Aquarena must check in at the Customer Service Desk.
- b. Aquarena members must show his/her membership card to gain access, with the exception of Fitness Centre members who will enter directly through the lower level or upper level fitness centers by swiping his/her membership card in the access control door.
- c. Certain programs or activities may require wristbands which can be purchased from the Customer Service Desk.

### **AUTHORITY**

The Manager of Fitness and Student Services and the Manager of Aquatics and Recreation are responsible to the Director/General Manager for the administration of this policy.

## **RESPONSIBILITY**

The Manager of Finance is responsible for ensuring that access is controlled and will perform periodic audits.

Customer Service Staff and Fitness Leaders are responsible for controlling public access to the facilities, and for ensuring that customers have paid the appropriate fees or that memberships have not expired.

Supervisors and any other employees who are in a position to monitor access are responsible to ensure that users have paid to use the facilities.