



Document title: [Sports Facility Policy – September 2019]

Document version number: V.1

Office/department responsible: Gym/Sports Facilities

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Who Needs to Know This Policy

Entire TKH Community

Supporting Department

Responsible University Official: Anas Abu Hashim

If you have any questions on the policy, you may send an e-mail to: dynamic.gym@tkh.edu.eg

Policy/Procedures

Access to the gym

All staff & students must present a valid University ID card.

The members must acknowledge that he/she enjoys good health and they are not suffering from any health/medical condition, weakness or illness that may affect them negatively while training, using the facilities and services of the gym or other sports facilities.

Sport attire:

You are required to dress in proper sports attire while using the gym or other sports facilities. Jeans, boots, heels, flip-flops or reveling clothes are not allowed.

For safety reasons you are strictly not allowed to use the gym or other sports facilities equipment barefoot, or without appropriate footwear.

Towels:

You are required to bring along your own towels for hygiene purposes. Cleaning solutions are also available around the gym or other sports facilities.

Locker room:

Upon entry/availability, you may collect the key for the locker room from the front desk to store your bags and personal belongings.

The gym or other sports facilities staff are not responsible for any loss or damages to your personal belongings. Upon exit, please ensure that nothing is left in the locker.

Safety:

You are responsible for your own safety while training in the gym. Do not attempt any exercise without proper understanding of how to execute it, and how to utilize the training equipment. Please seek assistance whenever required from the gym or sports facilities staff.

The University will not be held liable for any injury resulting from improper use of equipment or lack of familiarity with training prerequisites. Similarly, the University will not be held liable for any issues arising from pre-existing health conditions or over-exertion on the part of users.

Use and care of equipment:

- Training equipment at the sports facilities are a communal property that is to be shared among all users.
- Do not reserve equipment by placing your towel or water bottle on them, and treat all equipment with care.
- Do remember to return all equipment to their places and place them in correct order after use.
- All users are responsible for maintaining the cleanliness of the equipment during their training. We appreciate your kind assistance and cooperation in cleaning the equipment after use with provided cleaning solution and towel.
- Please dispose of any litter in the bins provided.
- Eating is strictly prohibited.

Practice appropriate behavior:

Users are expected to follow the sports facilities rules and policy and behave responsibly.

The Gym and sports facilities staff reserve the right to dismiss individuals who demonstrate inappropriate behavior while using the sports facilities, or who refuse to follow instructions from the staff.

Those who fail to adhere to the rules and regulations may be barred from accessing the gym, and disciplinary action may be taken by the University for any misconduct.

History/Revision Dates

Origination Date: September, 2019

Next Review Date: December, 2019

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		