



# 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 for using 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<sup>1</sup> 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 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<sup>2</sup>.
- 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.

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<sup>1</sup> Only full-time and fractional staff are eligible to apply for the Entry Permit.

<sup>2</sup> 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, stay quiet 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 has the right to ask the users to leave the fitness room if their outfit is deemed inappropriate.

### **Booking Procedure**

- Bookings should be made **at least one day (24 hours) in advance (up to 7 days)** via [online booking system](#). Each user can reserve no more than 3 sessions per week (1 hour/session).
- Booking is not available for Saturdays, Sundays and public holidays.
- Walk-in users are welcome. On weekdays, walk-in users are required to collect **a walk-in user ticket** at the counter of the General Office at 1/F before entering the fitness room. Walk-in users without a valid ticket will not be allowed to access the fitness room (no tickets required for walk-in users on Saturdays).
- Users are required to record their name, student ID/staff ID, arrival time and departure time in the registration book at the counter in fitness room for record.

### **Capacity of the Fitness Room**

- The maximum capacity of the fitness room is **20 users**.
- In general, each user can enjoy the fitness facilities for no more than 1 session per day (1 hours/session).



## **Application for Fitness Room Entry Permit**

Complete and submit the following forms to the General Office 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 (*Octopus Card only*)

*\*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*”<sup>3</sup> 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.

## **Fitness Room**

Opening Hours:

Monday – Friday: 9:00 a.m. to 1:00 p.m.; 2:00 p.m. to 8:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.; 2:00 p.m. to 4:00 p.m.

Sunday & public holidays: Closed

(The fitness room is closed from 1:00pm to 2:00pm for daily cleaning.)

Address:

UOW College Hong Kong, 3/F, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong

## **General Office**

Opening Hours:

Monday – Friday: 09:00 a.m. to 12:30 p.m.; 1:45 p.m. to 5:30 p.m.

Saturday: 9:00 a.m. to 12:00 p.m.

Sunday & public holidays: Closed

Address:

UOW College Hong Kong, 1/F, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong

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<sup>3</sup> The training session will be organized by the College irregularly throughout the academic year. Applicants who register for but eventually absent from the training session will be charged for an extra fee of HK\$80 before signing up for another training session.