

Policy and Procedure

Department: Recreation and Wellness	Section: Recreation and Wellness
Title: Personal Training Eligibility	Effective Date:
Authored by: Lucia Zamecnik	Approval Date:
Approved by:	Revision Date:
Type: Departmental Policy	

Purpose: The Kiewit Fitness Center and Rasmussen Center is a controlled access facility that serves the needs of students, faculty and staff. Both facilities are used for personal training sessions during building hours. Only patrons of Recreation and Wellness are eligible for personal training.

Scope:

- All students, faculty and staff who have memberships to Creighton's Recreational Facilities are eligible to sign up for personal training sessions/assessments.
- Guest of students, faculty and staff are not permitted to purchase personal training sessions/assessments. In accordance with Creighton's building policy, participants under the age of 16 are not permitted.

Policy:

- All training sessions must be purchased in advance.
- All clients must fill out and sign all Health History Questionnaires, Informed Consent forms, and Fitness Assessments Forms prior to starting sessions. A physician's clearance may be requested by the Recreation and Wellness Department depending on client's health history.
- Clients must adhere to all facility access policies and procedures as outlined by Creighton University and the department of Recreation and Wellness.
- Cancellations must be made with 24 hours in advance in order to reschedule/receive a full refund.
- The trainer is required to wait 15 minutes for their client to show up for the scheduled appointment. If the clients fail to show up for the scheduled appointment, the appointment fees will be forfeited. If the client is late for the appointment, the trainer is not obligate to make up that missed time.
- If the personal trainer arrives late, it is required that they make up that time with the client.
- All personal training appointments must be confirmed by the trainer and client no later than 24 hours prior to scheduled appointment.
- Sessions can be rescheduled based on Client-Personal Trainer agreement.

Procedure:

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- Participants must be wearing clothes and shoes conducive to exercise. Non-marking shoes only in the fitness centers- no open toed shoes, boots etc. are permitted.
- Personal Training sessions are sold in session packages (1, 3, and 10) and are 1 hour in length.
- Purchased packages are non-refundable and purchased packages expire 6 months from purchase.
- These sessions can be purchased on the Recreation and Wellness website, on the Mind Body App or in the Kiewit Fitness Center main office during business hours.
- All sessions must be purchased in advance of appointments.
- Clients will be contacted by their chosen or assigned trainer within 48 hours.
- All personal training clients must access the facility with a university issued identification card therefore only current students and faculty/staff are able to sign up for Creighton Personal Training.
- No preferential treatment regarding facility access will be given to personal training clients at any time.
- Clients who purchase personal training sessions will receive one full assessment included in the initial purchase, and that assessment will be conducted prior to the start of the first training session.

Accountability/Follow-up: Violation of policies may result in loss of privileges. Misrepresentation and/or transfer of Creighton ID is strictly prohibited and will result in confiscation of ID and suspension of facility privileges for both parties involved. Misuse of equipment/facilities is strictly prohibited and will result in suspension of facility privileges for those involved.