APPSTATE
HEALTH PROMOTION
FOR FACULTY
AND STAFF

HPFS Gym Etiquette & Policies – Summer 2026

With the increase in usage of our employee fitness facilities, we are updating our gym etiquette and policies to ensure a safe, welcoming, and enjoyable experience for all.

Equipment Sharing and Facility Use

To ensure equitable access for all participants:

- Circuit training, supersets, or reserving multiple pieces of equipment are **not permitted** at Levine Hall Lab due to the limited size of the facility.
- At Varsity Gym, circuit training or supersets are not permitted during peak hours (11:00 a.m.–2:00 p.m.) or whenever two or more participants are actively using the facility.
- Participants may use only **one piece of equipment at a time** in these situations.
- Participants are encouraged to allow others to "work in" between sets whenever practical.

To keep equipment available and the environment positive, please follow these guidelines:

Usage Guidelines

- **Limit machine use to 10–15 minutes**, including rest periods.
- **Step away during longer rests** so others may use the station.
- **Stay flexible**—if your preferred bench or machine is taken, try an alternate exercise or use dumbbells.

Gym Etiquette Essentials

- **Everyone Matters**: Encourage, don't intimidate. Everyone's on their own journey, and we should support one another.
- **Sharing is Caring**: Limit the number of machines or pieces of equipment you are using at one time. Allow others to "work in" between your sets—you might even make a new friend!
- **Share Equipment, Not Sweat**: Always spray the paper towel and wipe down equipment when you're done.
- **In The Zone**: Respect those around you by avoiding loud conversations or excessive grunting.
- **Re-Rack = Respect**: Return all equipment to its proper place so it's ready for the next person.

Facility Rules

1. **Dress Code**
    - Closed-toed shoes are mandatory.
    - Workout clothes are ideal.
2. **Personal Belongings**
    - Always place your belongings in a locker.
    - Do not leave items on the floor—this creates fall risks.
3. **Cleanliness**
    - Always wipe down equipment when finished.
    - Virex spray bottles and Wypall towels are provided throughout the facilities.
4. **Spatial Awareness**
    - Give people space and be mindful of exercise areas.
    - Do not exercise in walkways, especially in Levine Hall Lab.
5. **Equipment Use**
    - Do not stand in front of, set-up workout circuits or place a bench in front of any dumbbell rack.
    - Ask before working in between someone's sets.
6. **Noise & Respect**
    - Use headphones/earbuds for personal music.
    - Keep noise levels low—limit grunting, avoid shouting or cursing.
    - Take phone calls in private spaces.
7. **Equipment Care**
    - Treat equipment as if it were your own.
    - Never drop dumbbells; gently return them to the rack.
    - Dropping bumper plates is permitted **only at Varsity Gym**—not in Levine Hall Lab.
    - Do not slam weight stacks on machines.
8. **Re-Rack Equipment**
    - Always return weights, bars, and accessories to their proper place.
9. **Trainer Policy**
    - Only HPFS staff may provide personal training or instruction. Outside trainers/instructors are not permitted.
10. **Recording**
    - Use of recording video during use of facility is prohibited.
11. **Safety**
    - Report equipment concerns or personal injuries immediately.
12. **Community**
    - Make friends, encourage others, and only give advice if asked.

HPFS Gym Access and Conduct Expectations

HPFS is committed to providing a safe, respectful, and welcoming environment for all faculty, staff, retirees, spouses, and domestic partners who use our fitness facilities. Access to HPFS fitness facilities is a privilege and is contingent upon following all published gym etiquette, facility rules, and staff directions.

Our goal is to educate, coach, and support participants in creating a positive experience for everyone. When expectations are not met, HPFS will utilize the following progressive conduct process.

Progressive Conduct Process

First Violation

- An HPFS staff member will provide a verbal warning of the applicable gym etiquette or facility policy.
- The participant will receive a documented coaching email outlining the policy violation, reviewing facility expectations, and communicating that future violations of the same policy may result in suspension of facility privileges.

Second Violation (Same Policy or Behavior)

- If the participant repeats the same policy violation after receiving a documented coaching email, access to all HPFS fitness facilities will be suspended for **one (1) calendar month**.

Third Violation (Following Reinstatement)

- If the participant repeats the same policy violation after returning from suspension, access to all HPFS fitness facilities will be suspended for **one (1) calendar year**.

Reinstatement Following Suspension

At the conclusion of a one-year suspension, the participant must meet with the Director of Health Promotion for Faculty and Staff before facility access is reinstated. During this meeting, the participant and Director will review facility expectations and develop a plan for successful participation that supports a safe, respectful, and welcoming environment for all gym users.

Immediate Suspension

HPFS reserves the right to suspend anyone immediately.

HPFS staff are responsible for interpreting and enforcing these policies to ensure a fair, safe, and positive experience for all participants.

Thank you for helping us create a respectful, supportive, and community-minded atmosphere in our HPFS gyms!