

# HAVE YOU CHECKED-IN FIRST?

## PATRICK HENRY COLLEGE FITNESS FACILITY USE POLICY

*(as of November 7, 2018)*

**NO CHECK-IN REQUIRED**

**NO USER FEE CHARGED**

- 1) PHC Students
- 2) PHC Staff/Faculty
- 3) HSLDA, Bon Appétit, & PRO

**Relative Cohabitant** *(must check-in)*

- (16 & above)
- (Below 16) **(must be accompanied by one of the above)**

**A Students parent(s) qualify as a relative cohabitant even if the student does not live at home.**

*(Campus Employee or Student must be present on campus but not required to accompany relative cohabitant or guest)*

**Guest Policy for the above** *(guest must check-in)*

- Up to 3 (total) guests
- **Relative Cohabitant (16 & above):** Up to 3 (total). Guest(s) must be 16 & above
- **Relative Cohabitant (Below 16):** No guests

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**CHECK-IN REQUIRED (w/photo ID)**

**NO USER FEE CHARGED**

- 1) PHC Alumni
- 2) Current "Friend of Patrick Henry College" Membership
  - Primary Donor and/or Spouse
  - Adult Relative Cohabitant
  - Minor Relative Cohabitant **(under 18 must be accompanied by one of the above)**

**Guest Policy for the above** *(guest must check-in)*

- **Donor/Spouse:** Up to 3 (total) guests. If guests are minors, they must be accompanied by the Alumni or Donor and a Minor Relative Cohabitant (friend) or by the minor's parent(s)
- **Adult Relative Cohabitant:** Up to 1 (total) guest. If guest is a minor, the Adult Relative Cohabitant and a Minor Relative Cohabitant (friend) must accompany them.

- 3) Law Enforcement Officer(s)/Fire Department Officers **(Cannot host guest)**
- 4) Contracted groups **(Cannot host guest)**

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**CHECK-IN REQUIRED (w/photo ID)**

**USER FEE CHARGED**

**Community User** **\$10 per visit per person** (Any individual not qualified above -- cash/check only)

**(Cannot host guest)**

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**Facility Users-** may only use facilities whenever they are open and not used by others in any organized group activity. Facility Users must arrive appropriately dressed for their intended activity; no spaces may be used for changing on-campus (including public restrooms). **PHC Students, Staff/Faculty, HSLDA, PRO, Bon Appetit, and PHC Alumni may only use locker-rooms. (Alumni must checkout key FOB at front desk) No guest use of locker rooms. User must supply their own towel.**

*(\*\*minors who are participants in a contracted group activity, or a College-sponsored activity are exempt and not required to check-in)*

**All group uses** (except those qualified users listed above) must be prearranged and approved at least seven (7) days in advance through the Office of Public Safety and Event Services which may require a contract and/or space rental.

**Qualified Donor** Must be current in Raiser's Edge. (If expired, the Donor must contact the Office of Advancement)