



GYM POLICIES

The Seven Project is a non-medical, adaptive fitness facility, primarily (but not limited to) serving those living with physical disability, through exercise, nutrition, and support. We are also equipped to accommodate caregivers and family members referred by clients.

Our staff includes both paid and volunteer certified personal trainers, volunteer assistants, and intern students in fields related to our services. TSP staff is not responsible for treating or diagnosing any medical condition, but for working to enhance the overall wellness of our members through our services.

There will be a CPR certified staff member in house at all times our fitness center is being utilized.

AGE REQUIREMENTS

Any individual 8 years or older may join TSP adaptive fitness facility. Children under the age of 8 may not utilize services provided by TSP. All individuals 8-17 years old must have a parent or guardian sign a membership agreement.

SERVICE ANIMALS

The only animals permitted to enter the gym are certified service animals. Service animals must be on duty at all times while in the facility.

CAREGIVERS/GUESTS

Guests of members are required to wait in the reception area while member is undergoing personal training. Caregivers are asked to be respectful of training area and to only be involved when Trainer needs physical or verbal assistance to aid in the training of the client. Equipment is ONLY to be utilized by members during the members training session.

DRESS CODE

STAFF: TSP employees are required to wear a staff shirt. Volunteers are required to wear black top and bottoms as uniform. Staff/trainers will coordinate uniform. Fitness clothing is preferred. Volunteers are preferred to wear black/white/gray tennis shoes or secured clothes toed casual shoes. Staff/trainers are required to wear tennis shoes, preferably black/white/gray. Ladies are permitted to wear make up and jewelry but should be kept neat and to a minimum. Longhair is also acceptable, but it is advised to be pulled back for cleanliness and safety. No bra other than sports bras may show. If there is any question regarding your attire for your shift, please speak to your manager to get clarification.

MEMBERS: Members are required to wear workout clothes, socks, and shoes in the gym area, unless member has a medical condition which prohibits certain types of clothing items. There will be NO

standing activities done without shoes. Too loose or too tight of clothing will be restrictive on the individual and a loose clothing could become a hazard on some machinery. We also advise that all members remove their jewelry for safety.

PHOTOGRAPHY

Photos of clients are prohibited unless a photo release has been signed by client.

SMOKE-FREE ENVIRONMENT

TSP is committed to the health of its employees and members. Smoking is not permitted anywhere in the TSP facility including the entrance area immediately outside the front door. This applies to all smoking tobacco products, i.e., cigarettes, cigars and pipes.

CLASS RESERVATION POLICY

Reservations are null and void two minutes before the start of class.

Members without reservations may attend classes only if their membership allows access to group classes and if there is space available in the class after all reserved members have been accommodated. If the class is fully reserved, the receptionist will accept names of eligible members interested in attending the class. Two minutes before the class begins, any unclaimed class spaces will be given to the people who are on the waiting list and present at the reception area. Passes will be distributed in the same order as the waiting list.

Please cancel your reservation at least one hour prior to the start of the class if you have reserved but are unable to attend. This allows fellow members to reserve your vacated spot. The client will be charged in full who reserves a class, does not attend and does not cancel at least one hour prior to the start of the class.

FES CYCLING

- Arrive 15 minutes early to properly set up on bike.

New Riders

- Ask your instructor to properly set up your bike for you.
 - If assistance is necessary, please have Caregiver help with pad placement for FES cycle.
 - Your biking session may or may not count as a personal training session. If it does not, you will still need to schedule appointment and have your caregiver assist you with your session.
 - Caregiver training for bike set-up will count as one Personal Training session.
- Ask your instructor how to increase your pedal resistance if you would like more.
- Learn how to stop bike in case of an emergency. It is safer to cool down than to come to an immediate stop.
- Let your instructor know if you have any unknown medical conditions, illness or are pregnant.
- Bring water, a towel and wear proper footwear.
- Be quiet and respectful outside of the equipment area.

CANCELLATION POLICY

All TSP memberships may be canceled under terms agreed upon and outlined on the front of the Personal Training Agreement. TSP cancellation policy allows members to cancel their memberships according to the following:

- Memberships without an obligation term may be cancelled at anytime by providing prior notice to TSP in the time frame indicated by your agreement. Additional cancellation fees may apply.
- Memberships within an obligation term may be cancelled using one of the methods below:
 - > Medical Cancellation - Immediate cancellation upon receipt of approved medical documents.
- Members may initiate the cancellation over phone, in person, or by sending a cancellation request by email to connect@the7proj.com.

MEMBERSHIP SUSPENSION

- You may suspend your membership for a minimum of one month, up to maximum of 3 months. If your suspension needs to be extended upon the first three months, TSP must be notified.
- Suspensions cannot occur during the first 90 days after enrollment, during a 30 day notice period for cancellation and cannot be applied retroactively or backdated.
- During a membership suspension
 - > You will not be billed your regular monthly dues.
 - > You may not use the gym equipment.
 - > A medical suspension is available when accompanied by a signed doctor’s note.
 - > Following the expiration of your suspension you will resume standard monthly billing.
- Members may request a suspension over phone, in person, or by sending a cancellation request by email to connect@the7proj.com.
- To ensure proper billing, please request your suspension at least 2 business days prior to your billing date.

MEMBERSHIP UPGRADE/DOWNGRADE

Changes to your membership type may be available depending on the terms of your agreement. Membership changes may result in additional fees, restrictions or a new obligation period. For more information about your options please speak with a manager TSP.

PERSONAL TRAINING MEMBERSHIP

- Commitments may vary. Most memberships are on a month-to-month basis.
- Unused training sessions cannot be carried over to the subsequent month.
- Sessions are non-transferable
- Membership cannot be put on hold or “frozen” during the membership period.
- Membership cannot be downgraded during the membership period.
- One membership per person.

SINGLE SESSIONS

- 60 minute sessions are available. There is a limit of 16 sessions that can be purchased monthly.
- Sessions are nontransferable and nonrefundable.
- 24-hour notice of cancellation is required to avoid being charged for the session.
- Sessions expire after a period specified by the type and number of sessions purchased.

Client/Guardian/Staff Signature: _____ Date _____