

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
GYM REGULATIONS

CONTENTS

	Page
CHAPTER ONE – GENERAL PROVISIONS	1
CHAPTER TWO – HOURS OF OPERATION AND ACTIVITY SCHEDULES	1
CHAPTER THREE – USER ELIGIBILITY REQUIREMENTS	1
CHAPTER FOUR – ACCESS TO THE GYM FACILITIES	2
CHAPTER FIVE – USE OF EQUIPMENT AND FACILITIES	3
CHAPTER SIX – RESPONSIBILITIES AND SANCTIONS	3
TRANSITIONAL PROVISIONS	4
AMENDMENTS	4

CHAPTER ONE

GENERAL PROVISIONS

Article 1. These Regulations establish the conditions governing the use of the University's Gymnasium (GYM), the rights and responsibilities of its users, and the sanctions applicable for noncompliance.

CHAPTER TWO

HOURS OF OPERATION AND ACTIVITY SCHEDULES

Article 2. The GYM shall operate according to the following schedule:

Monday through Friday
9:00 a.m. – 3:00 p.m.

This schedule may be modified each academic term according to the operational needs of the service.

CHAPTER THREE

USER ELIGIBILITY REQUIREMENTS

Article 3. To be eligible to use the GYM, users must meet the following requirements:

- **Students:** Must be regularly enrolled, be current on tuition and fee payments, and register as GYM users at the beginning of each academic term.
- **Faculty Members:** Must be actively teaching and register as GYM users at the beginning of each academic term.
- **Employees:** Must obtain authorization from their immediate supervisor confirming that their use of the GYM will not interfere with their work responsibilities or work schedule and must register at the beginning of each academic term.
- **Alumni:** Must possess a valid alumni identification card and register as GYM users at the beginning of each academic term.

Users must complete their registration within the first fifteen (15) days following the first day of classes of each academic term. Those who fail to register within this period must wait until the next academic term to register.

At the time of registration, all prospective users must submit and sign the following documents:

- a) A medical certificate authorizing participation in sports activities, issued exclusively by the University physician (Appendix 1).
- b) A commitment letter agreeing to attend the selected sports activity (Appendix 2).
- c) Users renting a locker must submit proof of payment for the current academic term. A locker will then be assigned, and the corresponding custody agreement must be signed (Appendix 3).

Article 4. Once registered, each user shall have an individual file created to maintain attendance records and monthly evaluations of the selected activity. The user's medical certificate shall also be kept in this file.

CHAPTER FOUR

ACCESS TO THE GYM FACILITIES

Article 5. To access the GYM, users shall comply with the following regulations:

- a) Arrive punctually before the beginning of each session wearing appropriate attire for the activity to be performed.
- b) Register their entry using the electronic access system. A ten-minute grace period will be allowed after the session begins. Arrival after this period will be considered late. Three accumulated late arrivals shall be counted as one absence.
- c) Entry with food or beverages, or while under the influence of alcohol or other substances, shall not be permitted.
- d) Attend only during the scheduled hours of the registered activity. Restrooms, showers, and locker rooms must be used responsibly and efficiently to ensure their availability for all users. Users must leave the facilities immediately after completing their activity.
- e) Maintain a minimum attendance rate of seventy percent (70%) during the academic term. Continuous participation is necessary to obtain the benefits of physical activity. Users who fail to meet this attendance requirement will automatically lose their registration and will not be eligible to enroll in another activity during the same term.
- f) Showers may only be used after participating in a physical activity. Users who have not participated in an activity may not use the shower facilities.

CHAPTER FIVE

USE OF EQUIPMENT AND FACILITIES

Article 6. Users and instructors are responsible for maintaining all sports equipment, exercise machines, athletic facilities, and sanitary facilities in good condition.

CHAPTER SIX

RESPONSIBILITIES AND SANCTIONS

Article 7. Any user who violates these Regulations, improperly uses the facilities or equipment, or fails to maintain a respectful attitude toward instructors or other users shall be subject to the corresponding disciplinary action. Depending on the seriousness and recurrence of the offense, sanctions may include:

- Written warning.
- Suspension for one month.
- Permanent suspension.

Article 8. Users who damage or deteriorate GYM equipment or accessories shall replace or repair the damaged item within a maximum period of five (5) business days, in accordance with the instructor's instructions.

Article 9. If the damage is intentional or if theft of equipment, accessories, or personal property occurs, the matter shall be referred to the Office of the President (Rector) for review and resolution.

Article 10. Users assigned a locker for the current academic term shall sign a custody agreement for both the locker and its keys and agree to return them in the same condition in which they were received at the end of the academic term. If the locker is damaged, the user must repair or replace it within five (5) business days. Lockers may not be used to store academic materials (books, notebooks, etc.); they are intended exclusively for GYM-related belongings.

Article 11. Users who leave personal belongings outside their assigned lockers do so entirely at their own risk. In addition, towels, shower sandals, or any other personal items may not be left in the GYM facilities.

TRANSITIONAL PROVISIONS

First. These Regulations shall become effective in **April 2004**.

Second. Any matters not provided for in these Regulations shall be reviewed and resolved by the University Council.

AMENDMENTS

First Amendment: These Regulations were amended and became effective in **August 2008**.

Second Amendment: These Regulations were amended and became effective in **June 2012**.

Third Amendment: These Regulations were amended and became effective in **August 2015**.

Fourth Amendment: These Regulations were amended and became effective in **February 2025**.