



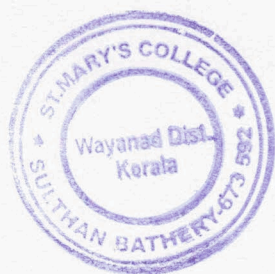
POLICIES AND PROCEDURES FOR MAINTAINING SPORTS COMPLEX

1. SPORTS ROOM

1. The sports room may be used only by members of the St. Mary's college (current students and staffs).
2. Students should sign in-out register at the front desk.
3. Students ID card is compulsory to enter in to the sports room.
4. Entry be allowed only for students who do not have class.
5. Each student can engage in the sports room maximum for one hour
6. Students may enter only after putting on their footwear outside the sports room
7. Use of mobile phone is strictly forbidden inside the sports room.
8. Students are responsible for any damages happened to the objects and equipment inside the sports room.
9. Students are not allowed to remove or relocate any objects or equipment.
10. After use students should return the playing equipment in proper place.
11. The room should be kept clean and tidy at all time
12. Food and beverages are strictly prohibited inside the sports room.

2. GYMNASIUM

1. Sign in and out at the front desk.
2. All users should wear appropriate apparel and foot wear to comply with the requirements of the gymnasium.
3. Always warm up before lifting.
4. Always use correct lifting technique /never lift more weight than you can safely handle.
5. Use facilities and equipment at your own risk.
6. Never clang or drop the weight
7. Take care of the equipment and report damages if any
8. Use the gym only before and after class hours.
9. Conversation and loud speaking are strictly prohibited.
10. Handle the equipment in the gymnasium with care. Users are responsible for any damages to the facilities or equipment.
11. Please return all equipment to its place and wipe down machine after use.
12. Return weights to rack after use.
13. Be considerate of others.



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