

Operational regulation of Pod-O-Gym

I. Administrator

The administrator of the Pod-O-Gym is the Student Union of Czech Technical University, Club Pod-O-Lee, address: Žitná 4, Prague 166 00 – IČO 67981224. The provider of the premises is the Administration of Special Purpose Facilities of Czech Technical University in Prague (Vaníčková 315/7, Prague 169 00), based on the Non-Residential Premises Lease Agreement concluded on 4 October 2004 (hereinafter referred to as the "Agreement"). The Czech Technical University in Prague is the owner of the premises in Prague 4, Na Lysině 772/12.

The Pod-O-Gym Administrator is elected by the members of the Pod-O-Lee Club and is part of the Pod-O-Lee Club Board of Directors. The administrator of Pod-O-Gym must meet the conditions specified in Article III. Paragraph 2. contracts.

Useful contacts

Official Site of Pod-O-Gym:	https://pod.cvut.cz/en/services/pod-o-gym/
Contacts of individual team members Pod-O-Gym:	https://pod.cvut.cz/en/contacts/#pod-o-gym
Communication :	gym@pod.cvut.cz
Payments:	platby@pod.cvut.cz
Access cards:	karty@pod.cvut.cz

Any new information and updates can be found on the Pod-O-Gym Official Site.

II. General data

Pod-O-Gym is the second largest gymnasium of the CTU Student Union with an area of 340 m². It is located in the Podolí dormitories in the same building as the Podolí canteen. The entrance to the gym is on the right side of the building.

Name of the gym:	Pod-O-Gym
Address of Pod-O-Gym:	Na Lysině 772/12, 147 00, Praha 4
Opening hours:	05:00 – 00:00

Useful phone numbers

Ambulance:	155
Firefighters:	150
State Police ČR:	158
The Municipal Police	156
European line:	112

Rooms and capacity

Gym:	30 people
Boulder:	5 people
Gym with tatami:	depending on the type of activity carried out
Sauna:	4 people

Other rooms

Dressing rooms	men and woman (divided)
Sanitary facilities:	2x shower, 2x toilet 2x sink, 1x sink. The Pod-O-Gym is connected to the public drinking water supply and TUV distribution.

Heating, ventilation, and lighting

- Controlled heating within the building 18-22 °C.
- Ventilation ensured by automatically regulated air technology.
- Fluorescent lighting.

III. Operating regulations

- a) Pod-O-Gym is intended for recreational sports and competition preparation, primarily for students and employees of CTU (hereinafter referred to as the user).
- b) User of Pod-O-Gym is registered according to regulations of Club Pod-O-Lee and is at least 18 years old. **By registering to the Pod-O-Gym gym, the Pod-O-Gym user undertakes to comply with the conditions set by the operating regulations of Pod-O-Gym.**
- c) At least 2 Pod-O-Gym users must be present in the Pod-O-Gym premises during the entire exercise period.
- d) Pod-O-Gym is in operation according to the set time schedule (**operating hours**), which must be strictly complied with.
- e) Arrival and departure to and from the Pod-O-Gym is only possible with a use of valid chip card and individually. **Each user must use their own access card.** A Pod-O-Gym tour for interested party can be arranged with the Pod-O-Gym administrators.
- f) Entry to the Pod-O-Gym is permitted only in clean, sturdy, and high-quality closed shoes **with non-staining soles** and appropriate sports clothing intended for exercise. Flip-flops and open-toed shoes are not recommended. Each user is obliged to put a towel under himself on the machines. Changing and putting away clothes is carried out exclusively in dressing room. **Leaving clothes and sports bags outside the dressing room is prohibited.**
- g) Footwear is not required in the gym area on the tatami mat in tatami room. Footwear is also not required in the lifting room area at the place where the given exercise is performed. However, movement around the gym is only allowed in footwear.
- h) The consumption of food, smoking, the use of open flames and the use of alcoholic beverages are prohibited in the entire Pod-O-Gym area. **Only soft drinks in closed plastic containers are allowed. Persons under the influence of alcohol or other intoxicants are prohibited from entering the Pod-O-Gym premises.**
- i) The user present in the Pod-O-Gym does not disturb other users during exercise, is polite and considerate towards all other users present. Users do not disturb other users by, for example, loud music from the speakers, and he turn it down on request from another user or administrator. User does not disturb or make other users laugh or disturb them with loud speech.
- j) Pod-O-Gym administrators are responsible for maintaining order and cleanliness throughout the Pod-O-Gym area. Cleaning is carried out by a cleaning company several times a week.
- k) **All users of the Pod-O-Gym are obliged to follow the instructions of the Pod-O-Gym administrator, representatives of the administration, members of the board of Club Pod-O-Lee, the chairman and the vice-chairman of the Club Pod-O-Lee.**
- l) Users are responsible for maintaining order in the entire Pod-O-Gym area, for property protection and for damages caused by violation of the operating rules further disregarding the instructions in operational regulations or the additional signs posted in the Pod-O-Gym. All discovered defects must be reported immediately to responsible person in charge by e-mail or personally. Any changes of Pod-O-Gym equipment are prohibited.
- m) **Neither the operator nor the administrators are responsible for damage to items (e.g. money, electronics, clothing etc.) brought by users to the Pod-O-Gym.**
- n) Users in the Pod-O-Gym premises use the equipment at their own risk, and before using it, they make sure that all the equipment does not show any defects preventing safe use, and in case of finding a defect, they are obliged to report this defect to the Pod-O-Gym administrators or write it in a book of defects present in the entrance room.

- o) Users use Pod-O-Gym and its facilities only for the purposes for which they are intended and observe all principles of safety, hygiene, and fire protection in Pod-O-Gym premises.
- p) Users are required to close the windows, turn off the lights, and switch off all electrical equipment before leaving the room. Before leaving the Pod-O-Gym premises, **they are required to check the above in all rooms, if they are the last ones in the Pod-O-Gym, they must properly log out and close the Pod-O-Gym.**
- q) Inspection, lubrication, and cleaning of gym equipment is being conducted according to the manufacturer's requirements once a year or more as needed.
- r) The user can rent a maximum of one locker for locking his belongings during his stay in the Pod-O-Gym premises. Neither the operator nor the administrators of Pod-O-Gym are liable for items stored in this way. Cleanliness and functionality of the locker must be checked before use. If the locker is damaged or non-functional, the user is obliged to record the detected condition in the defect book or report it to email gym@pod.cvut.cz. When leaving the Pod-O-Gym, the user is responsible for leaving the locker clean, empty, and undamaged and must return the locker key back to its original location on the key rack.
- s) **After opening the windows, the user is obliged to close the windows afterwards. That applies also if he's the only one exercising in the Pod-O-Gym or there is no one else coming to the Pod-O-Gym or is being in the Pod-O-Gym with him.**
- t) **After 10:00 p.m. in the evening and before 6:00 a.m. in the morning, it is forbidden to listen to any music in the Pod-O-Gym beside using headphones.**

IV. Rules of conduct in the lifting room

- a) In Pod-O-Gym, we understand the word "lifting room" in three terms namely: the so-called **legroom** (a gym with machines mainly for strengthening the lower half of the body), a **classic gym** (a gym with machines mainly for strengthening the upper half of the body) and a **weight room** (a gym without machines intended mainly for full-body big exercises with a big barbell, bumper plates and weightlifting exercises or their derivatives).
- b) Dumbbells, dumbbell barbells and other metal objects must not be placed on the leather covering of benches and exercise machines. It is forbidden to climb the leather covering of benches in shoes.
- c) It is necessary to use a towel during exercise. This protects the leather covering of benches and exercise machines benches covered in leather from the aggressive effects of sweat and helps to comply with hygiene principles. **The user must wipe the bench with a towel after finishing the exercise.**
- d) For exercises that require it (bench-press, presses with an axis behind the head, possibly even squats if you are not in a training cage or do not know how to safely get rid of the barbell in this exercise in training cage, and other exercises), it is always necessary to be secured (spotted) by another user present in the Pod -O-Gym.
- e) **Dumbbells cannot be dropped on the floor in the gym. They must be put down in such a way as not to damage the floor or the dumbbells.** Dropping loaded axles can only be done in a weight room with exercises such as the squat performed in a training cage designed for this. Same applies to Olympic weightlifting exercises these can be done only with the use of cushioning blocks designed for this purpose and only with rubber bumper discs that are intended for this. Throwing one-handed dumbbells to the floor in the gym is prohibited.

Dropping the loaded axle to the floor during deadlifts is also prohibited, even in the weight room.

- f) **After the end of the exercise, it is necessary to return the site to its initial state.** Everything must be stored in the designated places. It is allowed to transfer barbells between rooms (except for the IVANKO axis used exclusively in the main room). After the exercise, the user is obliged to return the barbells back to its original place. (Layout of the barbells is indicated by supplementary tables).
- g) It is forbidden to exercise with dumbbells without using a rubber mat to protect the floor in case the one-handed dumbbell accidentally falls to the ground.

V. Rules of conduct in the Boulder room

- a) Climbing in Pod-O-Gym is only possible in suitable shoes (climbing shoes or other sturdy, clean shoes).
- b) Only person in charge of boulder is authorized to carry out changing of climbing routes in any way.
- c) It is prohibited to grab onto any lighting and ventilation.
- d) It is forbidden to place sharp or otherwise dangerous objects on the surface of the mat.

VI. Rules of conduct in the Tatami Gym

- a) When practicing contact sports and martial arts, the trainee is obliged to use protective equipment and, above all, he is obliged to exercise in such a way as not to cause injury to the participants and to avoid damage to the equipment.
- b) It is forbidden to place sharp or otherwise dangerous objects on the tatami surface (soft floor).
- c) It is forbidden to enter the tatami with shoes on.
- d) The use of boxing bags is prohibited after 10:00 p.m. in the evening and before 6:00 a.m. in the morning same applies for conditioning ropes attached to the wall of the tatami gym.

VII. Rules of conduct in the Cardio room

- a) The cardio room is a room between the classic gym and the legroom, it contains exercise bikes, a treadmill, and a rowing machine. Before each workout, the machine must be checked, and any defects reported to the Pod-O-Gym administrators.
- b) After finishing the exercise, it is necessary to turn off the television and machines and store the controllers in the designated places on the wall.

VIII. Rules of conduct in the Sauna

- a) The operation of the sauna is regulated and explained by its own operating regulations, which are available at the entrance door of the sauna. It is also available on our official website: <https://pod.cvut.cz/sluzby/pod-o-gym/> in the "Sauna" section.
- b) Every user of the sauna must become familiar with the operating rules of the sauna and fully respect them.
- c) The sauna is not intended for people with health problems or diseases – heart, asthma, etc.
- d) Before entering the sauna, each user must consult their doctor.
- e) **It is not possible to use the sauna for one person. A minimum of 2 users are required in the sauna.**
- f) **If you find a problem, damage, it is necessary to report this problem by e-mail to the Pod-O-Gym administrator right at the beginning of your reserved time.**
- g) **After finishing the sauna, it is necessary to carefully clean all the surfaces on which you sat, with napkins and the included cleaning agent, stored on the right side next to the main door.**
- h) **The sauna floor must be wiped with a mop after users finished using the sauna.**

IX. Rules of conduct in the Dressing room and Sanitary facilities

- a) The user behaves respectfully in the changing room. He puts his things away in such a way that he does not needlessly take up space for other members using the locker.
- b) The user behaves respectfully in the Sanitary facilities. He keeps it clean and does not damage it.

X. First Aid and Hygiene

- a) There is a first aid kit in the entrance room for first aid needs. It is equipped according to applicable regulations and in accordance with the services provided.
- b) User injuries, as well as data on the use and consumption of medicines, are recorded in a diary that is in the medicine cabinet.
- c) The administrator of the Pod-O-Gym is responsible for cleaning and disinfection work being carried out at regular intervals.
- d) Each user must bring with him to the Pod-O-Gym – clean shoes, a towel and clean sports clothes.
- e) Each user is obliged to check compliance with the principles of order and cleanliness before leaving the station where he was exercising.

XI. Responsibility for operation of Pod-O-Gym

- a) The Pod-O-Gym administrator of the Club Pod-O-Lee is responsible for the Pod-O-Gym facility, its operation and compliance with the operating regulations
- b)

XII. Final enactments and punishments description

- a) **In case of violation of the operating regulations or additional operating regulations and information of the given site, the user will be prohibited or restricted from entering the Pod-O-Gym. This limitation of access to the Pod-O-Gym premises is established and further adjusted by the Pod-O-Gym administrator.**
- b) **Membership in the Pod-O-Gym is revoked and access to the Pod-O-Gym premises is permanently prohibited if a registered user of Pod-O-Gym brings unregistered person into the Pod-O-Gym premises.**
- c) **Any break of operating regulations at any point results in the Pod-O-Gym membership being revoked and access to the Pod-O-Gym premises can be permanently prohibited. The minimum penalty for violating the operating regulations is a monthly restriction of access to the Pod-O-Gym. Three or more such violations can result in permanent withdrawal of access to Pod-O-Gym.**
- d) The Pod-O-Gym is only available to members of the Club Pod-O-Lee as part of the Basic membership fee with access to the Pod-O-Gym. **Meaning that for the access you must pay both** the fee for Basic membership in Club Pod-O-Lee and the fee for the Pod-O-Gym to access.
- e) Every user of Pod-O-Gym is obliged to comply with these operating regulations.
- f) These operating regulations come into practice immediately after it has been published on our official Pod-O-Gym website.