

Ritsumeikan University BKC Sports and Health Commons Facilities User Guide

1. Concept of the BKC Sports and Health Commons

The BKC Sports and Health Commons is a complex that offers various facilities such as a pool, sports arena, and training room.

It aspires to be a place that promotes the physical and mental health of students, faculty, and staff as well as encourages interaction and cooperation with the local community. We are working to develop services and programs to help students, faculty, and staff who have been unable to become acquainted with sports and health activities already offered on campus as well as assist local residents in independently establishing a healthy lifestyle.

2. Usage Requirements

① All Areas

- 1) Persons who agree and comply with the Rules of Use
- 2) Students, faculty, and staff of Ritsumeikan University

② Pool

- 1) Persons who attended the pool orientation
- 2) Persons who received a medical check-up for the year they wish to use the pool (students only)

*Faculty and staff are required to fill out a health questionnaire.

③ Training Room

- 1) Persons who attended the training room orientation

3. Hours of Operation

Monday - Saturday 8:30 - 21:10 Building closes at 21:20 (Open from 8:00 on Wednesday when classes are in session.)

Sunday & Holidays 8:30 - 19:10 Building closes at 19:20

*Facilities cannot be used when being by classes or when the building is closed.

*The building will be closed around the New Year and on scheduled maintenance days, etc. (Users will be notified.)

4. Usage Procedures

① Pool

- 1) Registered Group Use (reservation required)

1. Advance Reservation

The person in charge of making the reservation for the group must submit an application for use to the Office for Athletes and Sports Services and receive approval (official Ritsumeikan Athletic Association groups only).

2. Day of Use

The person in charge of making the reservation for the group must fill out some information at the BKC Sports and Health Commons reception desk. After using the facility please return to the reception desk to fill out your usage information.

2) Individual Use

1. Obtaining Usage Rights

Receive an annual health check, take the pool orientation session and then receive a permit. (You can use the pool on the same day that you take orientation). *Orientation sessions are offered as needed and take about 10 minutes.

2. Day of Use

Present your BKC Sports and Health Commons permit at the reception desk, receive a wristband, and fill out the required sections on the information sheet.

When you are finished, please return the wristband.

*Be sure to wear your wristband when using the facility.

② Training Room

1) Individual Use

1. Obtaining Usage Rights

Take the orientation session that is offered on every campus to receive a permit.

*Orientation takes about 50 minutes. *Please contact each campus to ask about when orientation sessions are being held.

2. Day of Use

Present your BKC Sports and Health Commons permit at the reception desk, receive a wristband, and fill out the required sections on the information sheet.

When you are finished, please return the wristband.

*When using the facility, please be sure to wear your wristband.

③ Arena, Exercise Studio, Multi-purpose Room

1) Registered Group Use

1. Primary Method (For Advance Reservation)

The person in charge of the group must submit an application for use to the BKC Sports and Health Commons reception desk and receive a reservation slip. (You may request up to 3 areas you would like to use)

Check to see if you were selected to use the facility on the designated announcement day. Present your reservation slip to the BKC Sports and Health Commons reception desk on the day you are to use the facility and complete the necessary check-in procedures. After using the facility, please be sure to also complete the appropriate check-out procedures.

2. Secondary Method (For Unreserved Facilities)

From the day after the Primary Method announcement day (if the next day falls on a Saturday, then the following Monday), the person in charge of making the reservation for the group can make a request at the BKC Sports and Health Commons reception desk and receive a reservation slip (first-come, first-served basis). After presenting the reservation slip to the reception desk on the day you are to use the facility, please complete the necessary check-in procedures. After using the facility, please be sure to also complete the appropriate check-out procedures.

1) Individual Use

Please confirm facility availability times and fill out the required sections on the information sheet at the BKC Sports and Health Commons reception desk. (Facility availability times are notified separately).

④ Meeting Room

1) Registered Group Use (First-come, first-served basis)

The person in charge of making the reservation for the group can make a request and receive a reservation slip at the BKC Sports and Health Commons reception office starting one week before the day they wish to use the facility. Please present your reservation slip to the BKC Sports and Health Commons reception desk on the day that you are to use the facility and complete the necessary check-in procedures. After using the facility, please be sure to also complete the appropriate check-out procedures.

5. Rules of Use

① All Areas

1) Follow staff instructions and announcements

2) Report any occurrence of injuries and problems with equipment to staff immediately.

3) Do not wear shoes in the locker rooms. This includes indoor shoes.

4) Return all equipment to its original location after use.

5) Do not damage or dirty facility equipment.

6) Use a sealable container such as a PET bottle to carry drinking water.

7) Persons who are intoxicated, diagnosed with heart disease or an infectious disease, or have exercise restrictions placed on them due to medical reasons are not allowed to use the facility.

8) Do not eat food inside the facilities.

9) Bringing inflammable or other dangerous materials is prohibited.

10) Do not open windows without permission.

② Pool

- 1) Music players, cell phones or cameras are not permitted, unless required for a class.
 - 2) Do not drink anything, including water, while in the pool.
 - 3) Take off any jewelry such as rings, necklaces, etc., before entering the pool.
 - 4) You must wear a swimsuit and swim cap in the pool.
 - 5) Women are kindly requested to wear swimsuits that cover their midsection, such as a one-piece.
 - 6) If using a rash guard, please wear one that is close fitting and does not have a hood.
 - 7) Please take a shower and remove any makeup and/or hair products before entering the pool.
 - 8) Please take a shower after using the restroom or Warm Room.
 - 9) You must wear a swimsuit inside the Warm Room.
 - 10) Please use pool lanes and the Warm Room with respect for others.
 - 11) Do not jump or dive into pool lanes.
- *This does not apply to class and Ritsumeikan Athletic Association use.
- 12) Please swim on the right when inside pool lanes.
 - 13) Swim in accordance with the swimming method designated for the lane you are using.
 - 14) If taking a break inside a pool lane, please avoid taking breaks on the right side near the start of the lane or at the end where swimmers turn around. If taking a rest for an extended period of time, please rest on the poolside.
 - 15) Use of the outdoor pool is prohibited.
 - 16) Do not climb on the course ropes or run along the poolside.
 - 17) Using personal items, other than goggles, is prohibited when swimming.
- *This does not apply to class and Ritsumeikan Athletic Association use.

③ Training Room

- 1) Be considerate to the next user and wipe off sweat from equipment after use.
- 2) Do not do massages or monopolize long periods of time on the stretch mats.
- 3) When taking breaks between sets, please don't continue to occupy the equipment.
- 4) The use of music players is prohibited (except for when using cardio exercise machines).
- 5) Please refrain from speaking on your cell phone.

④ Arena, Exercise Studio, Multi-purpose Room

- 1) Sports or activities that could do damage to the floor are prohibited (permitted if mats are used).
- 2) Ball games cannot be played in the Exercise Studio or Multi-purpose Room.
- 3) If using equipment that creates sound/music, please keep noise at an acceptable level.
- 4) Please wear appropriate clothing.
- 5) Mop the floor after use.
- 6) Please refrain from speaking on your cell phone.

⑤ Meeting Room

- 1) Exercising in the Meeting Room is prohibited.
- 2) If using equipment that creates sound/music, please keep noise at an acceptable level.
- 3) Please wear appropriate clothing.
- 4) Clean the room after use.
- 5) Please refrain from speaking on your cell phone.

6. Personal Belongings

- 1) Please be aware of the possibility of theft or loss and store personal belongings in lockers.
- 2) Users are solely responsible for their personal belongings. The facility will take no responsibility in case of theft or loss.

7. Lost & Found

- 1) Found items will be kept at the reception desk. If an item is not claimed for a certain period of time, it will be disposed.

8. Penalization and Revocation of Usage Rights

- 1) Persons who do not follow the rules and regulations of the BKC Sports and Health Commons or the instructions and announcements of staff will be asked to leave the facility and be restricted in their use of the facility in the future.
- 2) If it is determined that rules and regulations were deliberately or maliciously violated, the user and/or affiliated club will be restricted in their use of the facility.