

UPDATED May 2026



MEMBER HANDBOOK



Homburg Centre for Health & Wellness

920 Tower Road, Halifax, NS

www.smufit.ca, athletics.smu.ca

902-420-5555

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Welcome & Introduction

Land Acknowledgement: Saint Mary's University is located in Mi'kma'ki, the ancestral and unceded territory of the L'nu. We are all Treaty people.

Welcome

On behalf of the entire SMUfit team, welcome. Whether you're a returning member or joining us for the first time, we're glad you're here. Our staff are committed to making this a space where you feel supported, motivated, and at home every time you walk through the door.

About Us

SMUfit is Saint Mary's University's hub for fitness, recreation, and wellness. Serving SMU students, faculty, staff, and the broader Halifax community, our facilities include cardio and weight rooms, multi-purpose studios, a Pilates studio, a gymnasium, squash courts and more. We believe that access to quality recreation is an essential part of a healthy, balanced life and we're here to help you make the most of it.

Commitment to Recreation Excellence

At the Homburg Centre, we are dedicated to upholding our Recreation Promise, which ensures that we:

- **Create a welcoming and inclusive environment** for all.
- **Offer accessible and engaging activities** that promote well-being.
- **Maintain a clean and safe space** for our students, staff, and members.
- **Provide exceptional customer service** to enhance every visitor's experience.

Additionally, our approach to recreation is guided by **four key pillars**:

1. **Physical Well-being** – Promoting healthy, active lifestyles through fitness, sport, and movement.
2. **Personal Growth** – Encouraging leadership, skill development, and confidence building.
3. **Social Connection** – Creating a sense of belonging and community among students and members.

4. **Fun & Enjoyment** – Providing a positive and enjoyable atmosphere for all participants.

About This Handbook

This handbook is your go-to reference for everything you need to know as a member, from facility hours and membership options to the policies that help keep Homburg Centers a welcoming environment for everyone. We encourage you to read through it when you have a moment, and to keep it handy for future reference.

Questions?

If you ever can't find what you're looking for, our front desk team is happy to help. You can also reach us by email at smufit@smu.ca or visit us at smufit.ca.

We look forward to seeing you.

— The **SMUfit** Team

General Information

Facility Address: 920 Tower Rd, Halifax, Nova Scotia

Front Desk: 902-420-5555

Email: smufit@smu.ca

Websites: Main Site: www.smufit.ca, Member Registration Site: www.athletics.smu.ca

Regular Facility Hours:

Mon – Fri: 6:00 a.m. – 10:30 p.m.

Sat – Sun: 8 a.m. – 8 p.m.

Summer Hours (May – Aug):

Mon – Thurs: 6:00 a.m. – 9 p.m.,

Fri: 6:00 a.m. – 8 p.m.,

Sat – Sun: 8 a.m. – 5 p.m.

Follow Us:

Twitter & Facebook - @smufit

Instagram - @SMU_fit

Contact Information

Front Desk 902-420-5555

SMUfit Closure Line..... 902-420-5462

Facility Rentals 902-420-5440

LifeMark Physiotherapy Clinic..... 902-420-5061

Fitness Coordinator 902-420-5556

Athletics & Recreation Main Office.....902-420-5429

Holiday Hours

The Homburg Centre is closed on New Years Day, Good Friday, Easter Sunday and Christmas Day. Reduced building hours are in effect on other holidays. Check the **News & Events** section on our website at www.smufit.ca, download the *SMUfit* app for push notifications, or follow us on social media for closure information.

Facility Entrance

You can enter the Homburg Centre through the front entrance off Tower Road. Turnstiles are located to the left and right of the front desk. The left turnstile leads to the locker rooms, cardio room, weight room, gymnasium, Studio C, and squash courts. The right turnstile leads to the community room, Studio A, Studio B, and washrooms. Simply tap your membership card or app barcode on the scanner and proceed when the green arrow appears.

Accessibility Features

SMUfit strives to provide a barrier-free and inclusive environment, with most rooms and equipment located on the main level. The following accessibility features are also available:

- Automatic doors at the main entrance
- An elevator just past the left turnstile, providing access to the second floor and cardio mezzanine
- A ramp leading to the field viewing area and bleachers
- Accessible washrooms, shower stalls, and locker rooms

Front Desk Hub

Customer service staff are available at the front desk for all your membership needs. They are happy to tour you around the facility, answer your questions, and ensure you have the best experience possible. The front desk is located straight ahead as you enter through the main doors and can be reached by calling 902-420-5555.

Parking

- SMU*fit* Plus memberships include a 3-hour parking pass for the Homburg Centre parking lot located behind the building. Members with a Basic membership can add parking for an additional cost.
- If you do not have a parking pass, several metered spaces are available on campus. Please refer to the campus map at <http://www.smu.ca/about/facilities-parking-map.html> for meter and accessible parking locations.
- Please note only one parking pass is permitted per membership.

Age Restrictions

SMU*fits* Cardio and Weight Rooms are 14+

- Members must be 14 years or older to purchase an individual membership.
- Children under 14 may be included in a family membership and may use the community room and gymnasium when accompanied by a guardian.
 - Guardians will be required to sign a waiver and consent form.
- Children ages 7–19 are eligible for a junior squash membership.
- Children ages 7–13 may access the community room, gymnasium, and squash courts with the purchase of a day pass or multi-visit pass, provided they are directly supervised by a guardian.
 - Guardians will be required to sign a waiver and consent form.
- Children ages 0–6 may use the community room and gymnasium at no charge, provided they are directly supervised by a guardian.
 - Guardians will be required to sign a waiver and consent form.
- Camps and programs - Children under 14 must be escorted to their instructor or coach; non-member guardians must sign the guest access sheet.
- Children ages 12 and under do not require a ticket for SMU Huskies games and must be accompanied by an adult.

Membership Information

Membership Types

Saint Mary's University Student Memberships

All students receive a complimentary Basic membership providing access to all *SMUfit* services. Drop-in classes are free for students, and registered programs require registration and an additional fee.

- Students must present a valid student ID card to access *SMUfit*.
- All students must complete a Membership Waiver before their first visit. The waiver is signed electronically at the front desk. Students under the age of 18 must have a parent or guardian sign the waiver on their behalf.
- An active *SMUfit* student membership is required to participate in intramurals and clubs.
- Students cannot opt out of their *SMUfit* membership.

Membership Eligibility

- Full- and part-time students enrolled in both the fall and winter semesters have the summer semester included in their membership.
- Full- and part-time students enrolled in the fall semester only, do not have the summer semester included in their membership.
- If a student withdraws from the university, their membership will be cancelled.
- If a student has outstanding fees with the university, their membership will be placed on hold.

Other Student Membership Groups

- **Fred Smithers Centre for Students with Disabilities** — Students enrolled in the centre must self-disclose at the front desk to receive their student membership.
- **Graduate Students** — Must be registered in at least two courses in the fall and winter terms, or at least one course in the spring and summer terms, to receive a membership.
- **Co-op Students** — Memberships are granted based on the list provided by the Co-op Department each term.

- Please note that all other SMU affiliates, including interns and research assistants, will not be granted a complimentary SMU*fit* membership unless they are enrolled in classes.

Community Memberships

- Individuals must be at least 14 years of age to purchase a membership and may be asked to present proof of age upon entry.
- All members must sign the Membership Waiver before their first visit. Waivers are signed electronically at the front desk. Members under the age of 18 must have a parent or guardian sign the waiver on their behalf.
- Children under the age of 14 are permitted in the facility but must be directly supervised by an adult at all times and are not permitted to use any fitness equipment or machines.


Family Memberships

- Family Memberships: consists of 2 adults and 2 of their children under the age of 19. Family members must be related by blood, marriage, common-law or legal guardianship to be eligible.
- All family members must reside at the same address.
- A family member (18+) may be added to a membership at a 25% discount, or a child (14–17) at a 35% discount.
- Children under 14 may be included in a family membership and may use the community room and gymnasium only when accompanied by a guardian.
 - Guardians will be required to sign a waiver and consent form.

Jr. Squash Membership

- Membership is open to children aged 7–19.
- Children under the age of 14 must be supervised by an adult at all times.
- Please speak with a front desk staff member for Jr. Squash membership fees.

Membership Fees



	SMUfit Basic		SMUfit Plus		
	4 month (\$240 [*])	1 year (\$600 [*])	1 mo. (\$85 [*])	4 month (\$288 [*])	1 year (\$720 [*])
Drop-in group fitness classes	✓			✓	
Access to all fitness rooms, including steam and sauna	✓			✓	
20% discount on registered programs + personal training	✓			✓	
Drop-in sports	✓			✓	
Outdoor track	✓			✓	
Change rooms with day use lockers & showers	✓			✓	
Day pass(s)		1		2	
Towel service				✓	
Half locker rental				✓	
Parking pass				✓	
Squash courts				✓	

* Prices do not include HST.

SMUfit

	SMUfit Basic		SMUfit Plus		
	4 month (\$240)	1 year (\$600)	1 mo. (\$85)	4 month (\$288)	1 year (\$720)
Drop-in group fitness classes	✓			✓	
Access to all fitness rooms, including steam and sauna	✓			✓	
20% discount on registered programs + personal training	✓			✓	
Drop-in sports	✓			✓	
Outdoor track	✓			✓	
Change rooms with day use lockers & showers	✓			✓	
Day pass(s)		1		2	
Towel service				✓	
Half locker rental				✓	
Parking pass				✓	
Squash courts				✓	

* Prices do not include HST.

ADD-ON OPTIONS

Towel service: \$3/day, \$25/month, \$200/year

Half locker rental: \$25/month, \$75/4 months, \$175/year

Parking: \$42.75/month

Membership Discounts

Membership Group	Discount	Verification Required
Full-time SMU Faculty & Staff	50%	Official HR letter
Part-time SMU Faculty & Staff	25%	Official HR letter
SMU Alumni	25%	Alumni card or verified by Alumni Office
60+	15%	Valid proof of age
Outside Students	15%	Valid student ID from another institution
Corporate/Groups	15%	Company ID or proof of employment
Heart for Life	15%	Enrollment in Heart for Life program
Indigenous Tax Exemption	14%	Valid status card

Please note: Only one discount may be applied per membership. Discounts do not apply to one-month memberships.

Discount Group Details

- **Full-time & Part-time SMU Faculty & Staff** — Must provide an official letter from Human Resources upon registering. If the letter is unavailable, status must be verified with HR before the discount is applied.
- **SMU Alumni** — Must present an Alumni Card or number to receive the discount. Alumni can contact the Alumni Office to obtain their card. Status must be verified before the discount is applied.
- **60+** — Must provide valid proof of age.
- **Outside Students** — Must present a valid student ID from another institution.
- **Corporate/Groups** — Must appear on the corporate list provided by the Fitness Coordinator

and present a valid company ID or proof of employment.

- **Heart for Life** — Must be enrolled in the Heart for Life program and attend classes on Mondays and Wednesdays from 6:00 p.m. to 7:30 p.m. Heart for Life members are welcome to bring a support person to the Homburg Centre free of charge; however, the support person must complete a registration form and be issued a *SMUfit* membership card for access.
- **Indigenous Tax Exemption** – Must present valid identification (such as a status card) at the front desk.

Day Passes & Multi-Visit Passes

- Members of the public aged 7 and older may purchase a day pass for single-day access to the facility.
 - Children ages 0–6 may use the community room and gymnasium at no charge, provided they are directly supervised by a guardian.
- Day pass users must sign a waiver and present valid photo identification before entering. Those between the ages of 7 and 17 must have a parent or guardian sign on their behalf.
- Multi-visit passes are non-transferable, non-refundable and expire after 365 days.
- Multi-visit pass holders are not permitted to book squash courts, group fitness classes, or the community room. Reservations and bookings are a privilege reserved for active members.
- Please inform the front desk that you have a multi-visit pass on your account; staff will deduct one visit before granting entry.

Pass Pricing

Pass	Price
Day Pass	\$11.55 + HST
5-Visit Pass	\$50.00 + HST
10-Visit Pass	\$89.25 + HST

Payments

- Memberships can be paid by cheque*, debit, or credit card (Mastercard, Visa, or AMEX). All memberships must be paid in full or be on an approved payment plan.
- To ensure uninterrupted membership access, payment plans must be renewed at the Front Desk before the end of your current membership term.
- Agreement Billing and Payroll Deductions are available.
 - Agreement Billing is a one-year membership paid on a monthly basis. The following monthly rates apply:
 - Basic Membership: \$57.50 + HST/month
 - Plus Membership: \$69.00 + HST/month
 - Family Basic Membership: \$115.00 + HST/month
 - Family Plus Membership: \$138.00 + HST/month
 - Agreement Billing can be set up via credit card or direct bank withdrawal.
 - A \$50.00 Joiner Fee applies when starting a membership through Agreement Billing.
 - Payments are processed within the first five (5) days of each month.
 - Memberships will be suspended if a payment cannot be successfully processed.
 - Upon cancellation, no further charges will be made. If a payment was already processed for the current month, the membership will remain active until the end of that paid period.

*Post-dated cheques are not accepted.

Membership Renewal

SMUfit memberships can quickly and easily be renewed in person at the Homburg Centre front desk.

- Members will be notified in advance of their membership expiry date. It is the member's responsibility to ensure their membership is renewed before the end of their current term.

- Memberships can be renewed at the Front Desk during regular business hours, or online through the *SMUfit* member portal.
- Renewals can be paid by cheque*, debit, or credit card (Mastercard, Visa, or AMEX).
- Lapsed memberships (those not renewed within 30 days of expiry) may be subject to the Joiner Fee upon re-enrollment.
- *SMUfit* reserves the right to adjust membership rates at the time of renewal. Members will be notified of any rate changes in advance.
- Photo ID must be presented for all membership purchases, day pass purchases and guest pass use.
- Memberships are non-transferable and membership card sharing will result in suspension of membership privileges.
- All prices are subject to HST.

Membership Holds

ONLY AVAILABLE FOR ONE YEAR MEMBERSHIPS

- Members may request a membership hold once per membership year, for a minimum of one (1) month and a maximum of four (4) months.
- Membership holds cannot be processed retroactively.
- Members on Agreement Billing will continue to be charged their monthly rate during a hold period. The equivalent held months will be added to the end of the original membership term.
- Membership holds are non-transferable.
- SMU Faculty and Staff on annual memberships may request a hold for the duration of an academic sabbatical or temporary employment leave.
- Faculty and Staff requesting changes to payroll deduction arrangements should speak with the Fitness Coordinator.

Membership Refunds & Cancellations

- Members who are not fully satisfied may request a full refund within five (5) days of purchase. No Cancellation Fee will be applied to refunds made within this period.
- Refunds are applicable to one-year memberships only. One-month and four-month memberships are non-refundable.
- A \$50.00 Cancellation Fee applies to all refunds on one-year memberships requested after the five (5) day satisfaction period.
- Refunds will not be processed retroactively and will be prorated based on the remaining portion of the membership term.
- Memberships suspended or cancelled by Management are not eligible for refunds.
- Periodically, certain areas of the Homburg Centre or Athletics Facilities may be unavailable due to maintenance, special events, or other circumstances. SMUfit will provide advance notice whenever possible; however, memberships will not be extended or refunded in these instances.
- Refunds for memberships paid by credit card will be returned to the original card.
- Refunds for memberships paid by debit will be issued by University cheque. Please note that this process may take one or more months to complete.

Membership Card Replacement/Forgot

- Lost or damaged membership cards can be replaced for \$15.00 + HST per card.
- If a card is damaged to the point where staff are unable to verify member information, the card will be deemed invalid, and a replacement will be required at the fee noted above.
- Members may forget their membership card up to three (3) times per month. On the fourth (4th) occurrence, the member will not be permitted to use the facility unless they retrieve their current card, purchase a replacement card, or purchase a day pass.

Guest & Visitor Policies

SMUfit welcomes guests and visitors to the Homburg Centre. All guests must be accompanied by a current SMUfit member and are subject to the same rules, policies, and Code of Conduct as members. The hosting member is responsible for the behaviour of their guest at all times.

Check-In

All guests must present valid government-issued photo identification at the Front Desk upon arrival. Guests must be in possession of a valid guest pass or purchase a day or multi-visit pass before accessing the facility.

Guests who are visiting to observe or to escort their children must sign in at the Front Desk. The only exception to this is for camp drop-offs, which do not require sign-in.

Passes

The following pass options are available for guests:

- Guest Pass — Issued by a hosting member. Must be presented at the Front Desk upon arrival.
- Day Pass — Available for purchase at the Front Desk, granting access to general fitness areas for a single visit.
- Multi-Visit Pass — Available for purchase at the Front Desk, ideal for guests who visit on a recurring basis.

Guests in possession of a valid pass may access the facility independently and are not required to be accompanied by a member. All passes grant access to general fitness areas only and do not automatically include programs, classes, or additional services. Please confirm availability at the Front Desk.

Age Restrictions

- Guests under the age of 14 are not permitted in the Cardio or Weight rooms.
- Guests under the age of 18 must be always accompanied by a parent or legal guardian while in

the facility.

Liability

Guests must sign a liability waiver at the Front Desk before accessing the facility. The hosting member acknowledges shared responsibility for ensuring their guest complies with all facility policies. *SMUfit* is not responsible for injuries sustained by guests during their visit.

Conduct & Removal

Guests who violate the Code of Conduct or any facility policy will be asked to leave immediately. The hosting member may also have their membership privileges suspended as a result of a guest's misconduct.

General Rules and Policies

Welcome to *SMUfit*. In using this facility, all members and guests are subject to Saint Mary's University policies, including the Code of Conduct (see the Safety & Security Section) and the University's harassment policies. If you experience uncooperative or disrespectful behaviour, please notify a staff member and we will address the situation promptly.

General Rules

- Children under 14 are not permitted in the Cardio or Weight rooms. See Age Restrictions, under General Information, for more information.
- Please report rule violations or damaged equipment to the Front Desk Supervisor or Customer Service staff on duty.
- *SMUfit* staff reserve the right to revoke membership privileges for non-compliance with established policies.
- Certain facilities may occasionally be unavailable due to maintenance or special events. Notice will be provided when possible; memberships will not be extended in these circumstances.

Weight and Cardio Room Rules

- Patrons are to return all weights & equipment after use.
- Equipment must remain in the building.
- No food or open drinks in rooms.
- Appropriate footwear and gym attire required on equipment and walking through the facility. Sock feet are acceptable on platforms and stretching mats only.
- Wipe down equipment before and after use.
- Do not drop weights from above the head.
- Share equipment when possible.
- No photography or videography

- No external trainers

Attire

- Proper athletic wear is required at all times, including appropriate shirts, shorts or athletic pants, and athletic footwear. Going shirtless is not permitted in any public area.
- Athletic footwear must be worn in all workout spaces. Open-toe shoes, socks only, and bare feet are not permitted.
- Non-marking shoes are required on all wood floors (basketball and squash courts, studios). Sandals, clogs, and other open shoes are not permitted in the gymnasium, cardio, or strength training areas.
- Outdoor footwear is not permitted in program and fitness areas.
- Jewellery is not recommended during exercise or equipment use due to increased risk of injury.
- Apparel displaying profanity or offensive slogans is not permitted. *SMUfit* reserves the right to determine appropriate attire within the facility.

Personal Belongings

- All personal items must be stored in a locker. Day-use lockers are available in both locker rooms.
- Locks are not provided but are available for purchase at the Front Desk.
- Storage cubbies are available in select program areas. All bags and workout items must be placed in a cubby or locker and not left unattended.
- *SMUfit* is not responsible for lost or stolen items anywhere in the facility.
- The Front Desk does not hold personal belongings during your visit.

Cell Phones & Camera Use

Cell Phones

- Cell phone use is permitted inside the Homburg Centre provided it does not disturb other users. Please take calls in a lobby or lounge area.

- Phones must be on silent during fitness classes and while using equipment. Do not occupy equipment solely to use your phone — be courteous to others waiting.

Photography & Recording

- To protect all users' privacy, the use of camera-equipped devices is strictly prohibited in locker rooms.
- Photography and recording in other recreation areas requires departmental and participant permission.
- Failure to comply may result in membership suspension.

Bicycles and Other Wheeled Vehicles

- Wheeled vehicles — including bicycles, skates, skateboards, and scooters — are prohibited inside the Homburg Centre. *SMUfit* supports alternative transportation and provides bicycle racks at the front entrance.
- Bicycles must be secured to the designated racks. Bikes locked to fences, handrails, trees, or signs may be removed.
- Skates, skateboards, and scooters brought into the building must be stored in a locker.

Access & Entry

- Students must present a valid student ID card to enter the Homburg Centre.
- Community members with active memberships will be issued a *SMUfit* access card.
- Varsity athletes must present a valid student ID card for access.
- Visitors must sign in at the Front Desk.
- Only individuals with a valid membership or guest pass will be admitted.
- Anyone found entering the facility without authorization will be asked to leave and suspended from the facility.

Please note, the *SMUfit* app digital ID is accepted in place of a membership card.

Card Swapping

- Using another member's access card is strictly prohibited. Both the cardholder and the individual attempting access will be suspended for 30 days.
- No refunds will be issued for membership suspensions.

Facility Closing

- An announcement will be made 15 minutes before closing. All activities must stop at that time. Members wishing to shower or change must do so and exit before closing.
- All members must vacate the building by closing time. Repeated non-compliance may result in suspension.
- For closures due to adverse weather, check the *SMUfit* website, social media channels, or call the *SMUfit* Closure Hotline at 902-420-5462.

Classes & Programs

- Classes may be cancelled due to circumstances beyond our control. Check athletics.smu.ca or call the Front Desk at 902-420-5555 for up-to-date scheduling.
- In the event of cancellation, we will make reasonable efforts to notify registrants and accommodate registered participants where possible.
- If there are fewer than 3 registrants for a drop-in class, *SMUfit* reserves the right to cancel the class.

Health, Safety & Liability

- All members must sign a liability waiver before using *SMUfit* facilities, and again upon membership renewal.
- Recreation and fitness activities carry inherent risk. Consult a physician before participating, especially if you have special health considerations, allergies, or serious medical conditions. Please inform staff of any relevant health information.
- Members under 18 must have a parent or guardian sign all required forms.

Authorized Personal Trainers or Coaches

To maintain safety, quality, and accountability within all SMU facilities, the following policy governs the use of personal trainers and coaches:

- All personal trainers and coaches providing services at SMU athletics facilities must be employed by the SMU Department of Athletics and Recreation, except in the case of approved private rentals.
- Members and visitors may not engage personal trainers or coaches who are not employed by the Department while using SMU athletic facilities.
- Unauthorized individuals found conducting training sessions will be asked to cease immediately and may face further disciplinary action.
- The provision of personal training and coaching services within the Homburg Centre and all SMU athletics facilities is proprietary to the SMU Department of Athletics and Recreation.

Rental Agreements

- External individuals or organizations wishing to conduct training or coaching sessions in the facility must enter into a formal rental agreement with the Department.
- Rental agreements must include provisions covering responsibilities, insurance requirements, and adherence to all facility policies.
- External trainers operating under a rental agreement must comply with all facility rules, regulations, and safety protocols.

Environment & Scent Free Policy

- SMU*fit* is a smoke-free and scent-free facility. Please avoid wearing scented personal care products, as fragrances can trigger asthma, allergies, and other medical conditions. Smoking is not permitted anywhere on the Saint Mary's University campus.
- For more information on Saint Mary's scent-free policy, visit <https://www.smu.ca/about/ohs-scent-awareness.html>.

- Please use the recycling bins provided throughout the facility and be mindful of our shared environment.

Pets and Service Animals

- Pets are not permitted in the facility, stadium, or arena. Service animals are welcome.

Safety & Security

General Emergencies Procedures

In the event of a serious emergency, *SMUfit* staff will direct all members and guests to a safe location. For everyone's safety, please follow all staff instructions promptly and without hesitation.

- If you witness an injury or medical emergency, notify a staff member immediately. Do not attempt to move the individual unless they are in immediate danger.
- An AED is located on the wall across from the Programs and Services desk and first aid kits are at the Front Desk. All *SMUfit* staff are trained in first aid and CPR.
- In the event of a fire or evacuation, exit the building immediately using the nearest exit and proceed to the designated assembly area. Do not use elevators.
- Emergency services: Call 911 first, then notify *SMUfit* staff.

Incident & Injury Reporting

All injuries, accidents, or safety concerns occurring within the facility must be reported to a staff member as soon as possible. An incident report will be completed for all injuries on record.

Prompt reporting helps ensure you receive appropriate care and allows *SMUfit* to address any safety hazards. Failure to report an injury may affect any subsequent insurance or liability claims.

Code of Conduct

SMU Athletics & Recreation is committed to providing a safe, inclusive, respectful, and enjoyable environment for all students, faculty, staff, and community members.

This Code of Conduct applies to everyone using *SMUfit* facilities. All patrons are expected to be familiar with it and to act in its spirit, even in situations it may not explicitly address. It is a living document and will be updated periodically as *SMUfit's* operations and needs evolve.

All patrons are expected to:

1. Adhere to this Code of Conduct and all related facility policies.

2. Treat everyone with respect, honesty, integrity, and dignity, regardless of race, ethnicity, ancestry, place of origin, religion, gender, sexual orientation, age, or physical or mental ability.
3. Refrain from inappropriate or unprofessional conduct, including but not limited to:
 - Profanity or offensive language
 - Verbal assault, including threats, sexual comments, comments on appearance, discriminatory or racist remarks, insults, or repeated unwanted social invitations
 - Unwelcome physical contact or explicit/suggestive gestures
 - Leering, or photographing or recording others without consent
 - Discrimination or harassment of any kind
 - Disregard for facility rules and regulations
 - Disrespect toward other members, guests, or staff, or their personal belongings
 - Unsporting or disruptive conduct
 - Entering the facility without valid identification or under false pretenses

Substance Policy

The use or possession of alcohol, cannabis, or non-prescribed controlled substances is strictly prohibited within the Homburg Centre and all SMU athletics facilities. The use of performance-enhancing drugs or banned substances is similarly prohibited. Individuals found in violation of this policy will be removed from the facility and their membership suspended without refund.

Zero Tolerance for Violence

SMUfit has a zero-tolerance policy for physical violence, threatening behaviour, or the possession of weapons of any kind on the premises. Any individual engaged in or threatening physical violence will be immediately ejected from the facility, their membership permanently revoked without refund, and the matter referred to campus security and/or Halifax Regional Police as appropriate.

Disciplinary Actions

Violations of this Code of Conduct will be taken seriously. SMU Athletics & Recreation reserves the right to suspend access to programs and services without a refund. Depending on the severity of the breach, further action may be taken in accordance with university policy.

Disturbances and Ejection

SMUfit reserves the right to eject any individual whose behaviour is unruly or illegal. Membership privileges may be revoked without refund, and the individual will be escorted from the facility. Repeated disturbances may result in permanent cancellation of membership.

Any member, guest, or staff member may submit a Disturbance Report regarding the conduct of another patron or staff member. Report forms are available at the Front Desk.

Appeals Process

Members who believe a disciplinary decision was made in error may submit a written appeal within 14 days of receiving notice of the decision. Appeals should be directed to:

Greg Knight, Assistant Director, SMU Athletics & Recreation 📞 902-491-6553 | ✉️

greg.knight@smu.ca

All appeals will be reviewed and a response provided within 10 business days. The decision of the Assistant Director is final.

Surveillance Notice

For the safety and security of all members, guests, and staff, security cameras are in operation throughout the Homburg Centre, including entrances, common areas, and fitness spaces. Footage is monitored and retained in accordance with Saint Mary's University's privacy policy. Cameras are not present in locker rooms or washrooms.

Booking & Rental Procedures

Booking Classes/Community Room/Courts

- Go to <https://athletics.smu.ca/>.
- Select 'SIGN IN' from the right-hand corner and sign in (or sign up if you haven't already). Note, all faculty and staff must select the red 'SINGLE SIGN ON' button to sign in.
- Next, select the widget necessary for your booking.
- Then chose the date and time of your booking and hit 'select' followed by 'register', which will appear at the bottom of the page.
- Follow the online instructions to complete your booking.

Rentals

- Go to <https://www.smu.ca/athletics-and-recreation/rentals.html>
- Fill out the online facilities rental request form.

Area Specific Rules and Policies

SMUfit Squash Courts

- Members may pre-book courts up to one week in advance.
- A member may pre-book one court per day. If a court is available and they wish to play again, drop-in access is permitted.
- If a court has not been booked, it will be opened for drop-in use 10 minutes after the scheduled start time.
- Squash court bookings must be cancelled at least 1 hour prior to the reserved time. Cancellations made less than 1 hour in advance will be considered a no-show and may result in booking privileges being affected.
- Information regarding court bookings, including who is playing and when, is kept confidential.

- Members may only book courts on their own behalf and may not make reservations for other individuals.
- Block bookings must be arranged by an SMU*fit* employee or the supervisor responsible for that area.
- Being listed as a partner on a court booking counts toward a member's daily booking allowance.

Day Pass & Multi-Visit Pass: Squash Court Access

- Pass users may use a court on a drop-in basis, provided it has not already been booked by a member. Pre-booking is not available to day pass users.
- Pass users are welcome to use the courts alongside SMU*fit* Plus members who have pre-booked a court.

Studios A & B

- Studio A is not available for advance booking by members or students.
- Studio B is available by approval only and requires an instructor to be present at all times.
- Studios A and B are available for rental for a fee.
- Stereo systems in Studios A and B are not available for use during open studio time.

Studio C – Multipurpose Studio

- Studio C is available to use whenever it is free.
- Do not remove bikes or any other equipment from Studio C
- Spin bike guidelines:
 - Do not spin the pedals backwards.
 - Do not overtighten the knobs on the seat, height, or handlebar adjustments.
 - Do not remove or exchange seats or seat posts from bikes.
 - Return the tension level to "no tension" when finished to prevent the cable from remaining stretched.
 - Clean sweat from the bike and surrounding floor after use.

Gymnasium & Community Room

- The Gymnasium is available for use during open times as posted on the facility calendar at <https://athletics.smu.ca/>.
- The Community Room may be booked up to 7 days in advance at <https://athletics.smu.ca/>.
- Community Room bookings must be cancelled at least 1 hour prior to the scheduled start time.
- Stereo systems in both rooms are not available for use during open times.

Sauna & Steam Room

- The steam room and sauna will be turned off 30 minutes before closing.
- Appropriate clothing or a towel must be worn in the sauna and steam room at all times.
- Members who are not on a Plus membership or do not have a Towel Service Add-On are required to bring their own towel.
- Shaving and personal hygiene activities are not permitted in these rooms.
- Nothing is to be poured on the heating elements.
- Scented products are not permitted in these rooms.

Huskies Stadium & Outdoor Track

- Huskies Stadium and the outdoor track are available to members when not reserved for a rental.
- The schedule is available at the front desk.

Dauphinee Centre Arena

- The Dauphinee Centre is available to rent for a fee.
- Adult members are welcome to participate in SMU Staff, Faculty, and Student open skates.
- The schedule is available at <https://athletics.smu.ca/> under 'Facilities Calendar'.

Registered Programs & Classes

General Information

Health & Safety

- All members, pass holders, and registrants are required to sign a liability waiver. It is strongly recommended that you consult a physician prior to participation.
- Some registered programs may require more extensive intake forms, including a Get Active Questionnaire and disclosure of any injuries, conditions, or limitations the instructor should be aware of.
- Drop-in classes and programs are not appropriate for individuals who are not able-bodied or who have not received medical clearance to exercise.
- All instructors hold current certifications in First Aid and CPR-C.
- If you are feeling ill and may be contagious, please stay home to prevent the spread of illness among other participants.
- Please refer to the 'Safety and Security' section for information on emergency procedures and incident reporting.
- Communication
- General updates and class changes are communicated through the *SMUfit* app.
- For general class inquiries or feedback, please email smufit@smu.ca. Inquiries will be responded to directly or forwarded to the appropriate individual or instructor.
- Registrants will be notified of schedule changes or cancellations via email. Please ensure your current email address is on file in our system.
- Follow [@smu_fit](#) on Instagram or [@smufit](#) on Facebook for updates on new classes and programs.

Registered Programs

Registration Information

- Program registration is available online at <https://athletics.smu.ca/> or in person at the Homburg Centre front desk.
- Programs are launched 3–4 weeks prior to their start dates. Information is available on our webpage, in the program guide and through the *SMUfit* app.

Fees & Payment

- *SMUfit* members must hold a valid membership for the entire duration of a program in order to receive member pricing. Members receive 20% off all registered programs.
- *SMUfit* does not accept cash. Payment may be made by Visa, MasterCard, or American Express.
- All programs must be paid for in advance.
- A day pass grants entry to the facility and access to drop-in classes but does not include registered programs or Pilates.

Enrollment Policies

- Registration is required to attend registered programs. Instructors maintain registration lists and will ask unregistered individuals to leave.
- Programs require a minimum of 3 participants to run.

Cancellation & Refund Policy

- Refund requests must be submitted before the second class of the session begins.
- A full refund will be issued if a program is cancelled due to low registration.
- Refunds for Visa, MasterCard, and American Express payments are processed immediately.
- Refunds for cheque or debit payments will be issued by university cheque and may take one or more months to process and be delivered by mail.
- All refunds are subject to approval by the Fitness Coordinator.
- In the event of a cancellation, every effort will be made to provide a make-up class.

Attendance & Participation

- Participants are encouraged to notify their instructor in advance if they will be absent.
- There are no refunds for missed classes.

Special Considerations

- Trial classes are not offered for registered programs unless explicitly advertised.

Drop-In Classes

Registration Information

- All participants must register for drop-in classes prior to attending via athletics.smu.ca, at the Homburg Centre front desk, or through the *SMUfit* app. For detailed registration instructions, please speak with staff at the *SMUfit* front desk.
- Members may register online up to 72 hours in advance.

Fees & Payment

- All drop-in group fitness classes are complimentary for members, students, and pass users.

Enrollment Policies

- All participants are expected to check in via the *SMUfit* iPads at the front desk or in Studio C.
- Day pass and multi-pass users may attend drop-in classes if space is available; however, they may not register in advance.
- Classes require a minimum of 3 participants to run.

Cancellation Policy

- Occasionally, classes may be cancelled due to unforeseen circumstances. Staff will make every effort to notify registrants promptly via email, or by phone when time is limited.
- Registrants who arrive to find a class cancelled without prior notification will be issued a complimentary day pass.
- Classes may be cancelled on the spot if fewer than 3 participants are present.

Attendance & Participation

- Participants are expected to arrive 5–10 minutes before class and complete self check-in.
- Late arrivals will not be admitted, as entering class without a proper warm-up poses a safety risk and disrupts the flow for other participants.

Pilates Studio

Registration Information

- To attend Pilates classes, participants must first purchase a Pilates package or drop-in class pass. Packages and passes are available online at <https://athletics.smu.ca/> or in person at the Homburg Centre front desk.
- Once a package has been purchased, participants may register for any available class at <https://athletics.smu.ca/program?classificationId=6f80259a-9753-4bbd-8792-8ea42c3ea2a0>.
- Instructor clearance is required before attending an intermediate or advanced class.

Fees & Payment

- *SMUfit* members receive 20% off all Pilates packages.
- *SMUfit* does not accept cash. Payment may be made by Visa, MasterCard, or American Express.
- All packages must be paid for in advance of class registration.

Enrollment Policies

- A day pass does not include access to Pilates classes.
- All participants are expected to check in via the *SMUfit* iPad at the front desk, where a class will be deducted from their package prior to entry.
- Participants will be charged for registered classes regardless of attendance. There are no refunds for missed classes.
- There is no minimum number of participants required for a Pilates class to run.

Cancellation & Refund Policy

- Occasionally, Pilates classes may be cancelled due to unforeseen circumstances. Staff will make every effort to notify registrants promptly via email, or by phone when time is limited.
- Registrants who arrive to find a class cancelled without prior notification will be issued a complimentary day pass.
- Refunds resulting from medical emergencies or other unforeseen circumstances are at the discretion of the Fitness Coordinator.

Attendance & Participation

- Participants are expected to arrive 5–10 minutes before class and complete self check-in at the front desk.
- Late arrivals will not be admitted, as entering class without a proper warm-up poses a safety risk and disrupts the flow for other participants.

Special Considerations

- *SMUfit* Pilates occasionally offers free trial classes, complimentary classes for specific demographics, or open house events. Stay informed by following us on social media and through the *SMUfit* app.

Amenities & Logistics

Towel Service

- Members can Add-On Towel Service to a Basic membership, or it is included in a Plus membership.
- Members can collect their towels from the Programs and Services desk daily.
- A member must scan and leave their membership card at the Programs and Services desk, and staff will provide them with a towel.
- Once a member is finished with the towel, they must return it to a collection bin at the Programs and Services Desk.
- There will only be one towel per member per entry unless an additional towel is purchased.
- If a member loses their towel and cannot return it, there will be a \$3 fee charged to the member to retrieve their membership card.

Locker Rooms & Locker Rental

- Our locker rooms are equipped with rental lockers, day-use lockers, washrooms, shower and changing areas, sauna, and steam room.
- Day-use lockers are available for users of the Homburg Centre. Must use lockers that are marked as Day-Use Only.
- Users cannot leave their belongings in the Day-Use lockers overnight as all Day-Use lockers will have their locks cut and they will be cleaned out at the end of each day.
 - Items cleaned out of lockers will be kept at the Front Desk for 7 days and then disposed of. If contents are claimed, there will be a \$10 Cleaning Fee charged to the member.
- If a member requests their locker be cut, they must complete a 'Cut Lock Form'. Staff will inventory items in the locker and check ID to ensure it is their belongings and a signed receipt will be issued.

- Rental Lockers:
 - Half lockers are available for rent as an Add-On to a Basic membership or included in the Plus memberships.
 - Locker rentals expire on the 15th or last day of each month and once it expires and is not renewed a note will be posted, giving the member seven (7) days to clear out the locker before the lock is cut and the locker is cleaned out. Locker contents will be held at the Front Desk for seven (7) days and if not claimed they will be disposed of. If contents are claimed, there will be a \$10 Cleaning Fee charged to the member.
 - Members are responsible for their own locker cleanliness.
 - There will be a mandatory locker deep clean, on an annual basis. Members will be given advance notice and will be required to empty their lockers on the designated cleaning day. After the cleaning, members can resume use as per their rental agreement.

Equipment Loans

The following equipment is available for members to loan for a session.

- Basketballs
- Table Tennis paddles & balls
- Badminton racquets & shuttles

Members must leave their membership card at the Programs and Services Desk when loaning equipment. When the equipment is returned to the Programs and Services Desk, the membership card will be returned to the member.

Wi-Fi Access

- Students, faculty, and staff can access smu-guest Wi-Fi using their S# and password
- Community Members are entitled to free Wi-Fi access while using the facility
- Community members must complete a Wi-Fi Request form at the Front Desk, which will be processed through the Campus EIT Department.

- Wi-Fi passwords must be renewed every 3 months as per EIT guidelines; however, a verbal request to a Front Desk Supervisor is all that is needed once the account has been created.

Lost & Found

- Please contact the Front Desk for lost or missing items.
- All items turned in will be logged and must be signed for to claim.
- Lost items will be kept for 30 days; items that remain unclaimed will be disposed of.
- *SMUfit* is not responsible for lost or stolen items.

Member Communications

- The main method of communication with *SMUfit* members will be by our social media channels, email, website new, and notices in the building.
- Members are encouraged to provide their email and to keep it current so that they will receive all member communications.

Personal Training

- *SMUfit* only allows *SMUfit* or athletics hired Personal Trainers or Fitness Coaches to train in our facility. See Authorized Personal Trainers & Coaches policy for details.
- Clients purchasing Personal Training must pay in advance of session(s), and sign intake forms including a medical waiver.
- Members & non-Members arriving for Personal Training sessions must check into the Front Desk.
- *SMUfit* has a 24-hour Cancellation Policy, that states if a client cancels their Personal Training session without 24hrs notice, this will count as a used session, and the session will be removed from their account.

Feedback & Complaints

We welcome your input. Use the channel that best fits your needs.

Share Feedback Have a suggestion or general comment about your experience? Submit it through the SMUfit app under the "Feedback" widget.

File a Complaint Experiencing a serious issue or concern? Email us directly at smufit@smu.ca. We aim to respond to all complaints within 2 business days.