



**INDIAN MEDICAL ASSOCIATION
LUCKNOW BRANCH**

IMA Gymnasium Rules and Membership Guidelines

Final draft for approval and implementation

Membership plans	Monthly ₹500 Six months ₹2,500 Annual ₹5,000 Per registered user, payable in advance
Absence extension	Annual: up to one month Six months: up to 15 days For recorded non-attendance during the paid term
Morning session	6:00 AM to 10:00 AM
Evening session	5:00 PM to 9:00 PM
Supervision	Self-directed exercise; no coach or trainer will be provided

The membership fees listed in this rule book are an inaugural offer. The rates will be revised with effect from 1 January 2027.

Effective date: _____

Approved by: _____

This rule book is intended to ensure safe, fair and disciplined use of the gymnasium by IMA Lucknow members and eligible family members.

Purpose and scope

The IMA Gymnasium is a member welfare facility of the Indian Medical Association, Lucknow Branch. It is designed for independent exercise in a safe, respectful and hygienic environment. These rules apply to every registered user. Use of the facility confirms acceptance of this rule book, the health declaration and directions issued by the Gymnasium Committee or authorised IMA staff.

Membership at a glance

Item	Rule
Eligible users	IMA Lucknow members and registered immediate family members: spouse, parents and children aged 16 years or above.
Subscription	Monthly ₹500, six months ₹2,500 or annual ₹5,000 per registered user, paid in advance against an official receipt or approved digital record. Absence extensions: up to one month for annual membership and up to 15 days for six-month membership, as set out in Section 2.
Access	Personal and non-transferable. Entry is allowed only during the notified session and while subscription is active.
Training	No coach or trainer is provided. Users exercise independently and remain responsible for selecting suitable exercises and loads.
Health	Medical fitness and disclosure of relevant health conditions are the user's responsibility.
Dress	Clean sportswear, proper sports shoes and a personal towel are compulsory.

1 Membership and registration

1.1. Eligibility. Access is available only to registered IMA Lucknow members and their eligible immediate family members. Each family member must have a separate registration and subscription record.

1.2. Immediate family. For this facility, immediate family means the member's spouse, parents and children aged 16 years or above. The Gymnasium Committee may request proof of relationship and age.

1.3. Young users. Users aged 16 to 17 years require a signed undertaking from a parent or legal guardian and must exercise under the direct supervision of their registered parent or guardian. Users below 16 years are not permitted.

1.4. Registration documents. The user must submit the prescribed form, recent photograph, identity proof, IMA membership details where applicable, emergency contact and signed health declaration before access is activated.

1.5. Personal access. Membership cards, QR codes or access credentials are personal and cannot be shared. Guests, attendants and unregistered persons are not allowed in the workout area unless specifically authorised.

2 Subscription and validity

The membership fees listed in this rule book are an inaugural offer. The rates will be revised with effect from 1 January 2027.

- 2.1. Membership plans.** The subscription per registered user is ₹500 for one month, ₹2,500 for six months, or ₹5,000 for one year. The full fee for the selected plan must be paid in advance through the mode approved by IMA Lucknow.
- 2.2. Activation and validity.** The membership start and expiry dates must be recorded for the selected plan. Gym access remains active only for the paid membership period and any absence extension recorded under clause 2.3. Entry may be withheld if the subscription is overdue.
- 2.3. Extension for non-attendance.** If a user is unable to attend during a paid membership period, an annual membership is eligible for an extension equal to the period of non-attendance, up to a total of one month per annual term. A six-month membership is eligible for an extension equal to the period of non-attendance, up to a total of 15 days per six-month term. These extensions are available without an additional subscription fee and are added to the recorded expiry date.
- 2.4. Recording an extension.** The user must submit the dates of non-attendance to the IMA office so that the absence and revised expiry date can be recorded. The extension applies to the period actually missed, within the limits in clause 2.3; it is not an automatic addition to every membership. Monthly membership has no absence-extension entitlement under this provision.
- 2.5. Non-transferability and other adjustments.** A paid subscription and any absence extension cannot be transferred to another person. Refunds and adjustments other than the extensions in clause 2.3, if any, will be governed by the policy approved by the Gymnasium Committee.
- 2.6. Receipt.** Users should retain the official receipt or digital payment confirmation and present it when requested.

3 Operating hours and entry

- 3.1. Morning session.** 6:00 AM to 10:00 AM.
- 3.2. Evening session.** 5:00 PM to 9:00 PM.
- 3.3. Last entry.** Users should enter at least 30 minutes before the session closes and must leave the workout area by closing time.
- 3.4. Attendance.** Every user must record entry and exit through the attendance register, card or digital access system provided.
- 3.5. Temporary closure.** IMA Lucknow may revise timings or close the facility for maintenance, official programmes, holidays, safety reasons or emergencies. Notice will be given where practicable.

4 Independent exercise and medical fitness

- 4.1. No coach or trainer.** The gymnasium does not provide a coach, trainer, physiotherapist or exercise prescription. Staff present at the premises are not responsible for designing workouts, supervising repetitions or recommending weights.
- 4.2. Personal responsibility.** Each user must choose exercises, equipment, resistance and duration appropriate to their own health, age, experience and ability.
- 4.3. Health declaration.** The user must disclose any relevant medical condition and keep the information updated. A person with heart disease, uncontrolled blood pressure, diabetes with complications, recent surgery, pregnancy, significant joint or spine problems, seizures or any exercise-related symptoms should obtain medical advice before using the facility.
- 4.4. Stop exercise.** Stop immediately and seek help if chest pain, unusual breathlessness, dizziness, faintness, palpitations, severe pain, weakness or any alarming symptom occurs.
- 4.5. Unwell users.** Do not use the gym during fever, acute infection, intoxication, contagious illness or when advised to rest by a treating doctor.
- 4.6. Risk acknowledgement.** Use of the facility is voluntary. Users remain responsible for their health decisions and for injury or loss arising from misuse, excessive exertion, undeclared health conditions or violation of these rules, subject to applicable law.

5 Dress code

- Clean T-shirt or sports top with track pants, appropriate shorts or fitted exercise wear.
- Clean sports shoes with non-marking soles. Outdoor footwear should not be worn on the workout floor where a footwear-change area is provided.
- A personal towel is compulsory and must be used on benches and mats.
- Slippers, sandals, formal shoes, bare feet, denim, loose flowing garments, hanging scarves or dupattas, and clothing that may catch in equipment are not permitted.
- Remove loose jewellery, watches or accessories that may create a safety risk. Long hair should be tied securely.
- Clothing carrying offensive, discriminatory or disruptive words or images is prohibited.

6 Equipment safety

6.1. Use as intended. Use equipment only for its designed purpose and follow displayed instructions. Users unfamiliar with a machine should not operate it until they have understood its safe use.

6.2. Pre-use check. Check pins, cables, seats, fasteners and surrounding space before use. Do not use equipment that appears loose, damaged or unsafe; label or report it immediately.

6.3. Weights. Use collars where required, lift within personal capacity, use a competent spotter for heavy free-weight exercises and return all plates, dumbbells and accessories to their designated racks.

6.4. No dropping. Do not throw or deliberately drop weights, slam machine stacks or misuse benches and cardio equipment.

6.5. Fair use. During busy periods, limit continuous use of cardio machines to 20 minutes when another user is waiting and allow others to work in between sets where safe.

6.6. No alterations. Do not move, repair, open or modify equipment, electrical points, fans, speakers or fixtures. Personal equipment may be used only with prior approval.

7 Hygiene and housekeeping

- Wipe handles, seats, benches and mats after use with the cleaning material provided.
- Carry drinking water only in a closed, unbreakable bottle. Food, glass containers, chewing gum and supplements mixed on the gym floor are not allowed.
- Smoking, vaping, tobacco, alcohol, intoxicants and performance-enhancing drugs are strictly prohibited.
- Do not spit, litter or leave used tissues, bottles or personal items behind.
- Report spills immediately and keep aisles, emergency exits and equipment zones clear.

8 Conduct and privacy

8.1. Respectful behaviour. Maintain courtesy and discipline. Harassment, intimidation, abusive language, discriminatory conduct, unsafe competition, fighting or deliberate disturbance will lead to action.

8.2. Noise. Use headphones for personal audio. Loud music, shouting and phone calls that disturb others are not permitted.

8.3. Photography. Photography or video recording of another person requires their clear consent. Recording in changing areas is strictly prohibited.

8.4. Commercial activity. Unauthorised personal training, solicitation, sale of products, collection of money, promotional activity and group classes are prohibited.

8.5. Staff directions. Users must comply with safety, maintenance, closure and conduct directions issued by authorised IMA staff or the Gymnasium Committee.

9 Personal belongings and security

9.1. Valuables. Users should avoid bringing valuables. IMA Lucknow is not responsible for loss, theft or damage to personal belongings, except where liability cannot be excluded by law.

9.2. Storage. Use lockers or designated storage, if provided. Items must be removed after each visit; unattended or overnight items may be moved to lost and found.

9.3. Access and surveillance. Entry records and CCTV may be used in common areas for safety, security and rule enforcement in accordance with the facility's privacy and retention policy.

10 Emergencies and incident reporting

10.1. Immediate action. In an emergency, stop activity, alert staff, keep the area clear and follow evacuation or first-aid directions.

10.2. Emergency contact. Each user must provide a current emergency contact. Authorised staff may contact emergency services or the listed person when reasonably required.

10.3. Incident report. Every injury, near miss, equipment failure, unsafe condition or behavioural incident must be reported promptly and entered in the incident register.

10.4. Fire safety. Emergency exits, extinguishers and electrical panels must remain unobstructed. Users must follow posted evacuation instructions.

11 Violations and disciplinary action

11.1. Corrective action. Depending on severity, a breach may result in verbal advice, written warning, temporary suspension or cancellation of gym access.

11.2. Immediate suspension. Serious misconduct, violence, harassment, intoxication, deliberate equipment damage, credential sharing or conduct creating immediate danger may result in immediate suspension pending review.

11.3. Recovery of loss. The user may be required to pay the reasonable cost of repairing damage caused by deliberate action, misuse or negligence.

11.4. Decision. The decision of the authorised Gymnasium Committee or IMA Lucknow Executive Committee will govern access, subject to the applicable bylaws and approved grievance process.

12 Administration and amendments

12.1. Rule updates. IMA Lucknow may revise these rules, timings, eligibility conditions, subscription or operational arrangements after approval by the competent body. Updated rules will be displayed or circulated.

12.2. Interpretation. Questions regarding interpretation should be referred to the Gymnasium Committee. Users should not rely on informal verbal exceptions.

12.3. Suggestions and complaints. Feedback should be submitted through the designated register, email or authorised office contact so that it can be recorded and reviewed.

Recommended additional controls for approval

The following administrative controls are recommended before opening. They improve safety, accountability and day-to-day management and can be adopted by a resolution of the competent IMA Lucknow body.

No.	Control	Recommended arrangement
1	Compulsory first-use orientation	A short induction on entry, emergency exits, cardio machines, weight racks, cleaning and incident reporting.

No.	Control	Recommended arrangement
2	Capacity limit	Display and enforce a safe maximum occupancy based on available space, ventilation, equipment and fire-safety requirements.
3	High-risk medical clearance	Ask users above 60 years, post-operative users and persons with significant heart, lung, neurological or musculoskeletal conditions to obtain medical advice before starting.
4	Equipment inspection log	Daily visual checks plus documented periodic servicing by an authorised technician; immediately isolate defective equipment.
5	Emergency readiness	Maintain a visible emergency contact list, first-aid kit and trained responders; consider an AED after assessing the site and response plan.
6	Access system	Use a membership card, QR code or register that records subscription status and entry/exit without displaying sensitive medical information.
7	CCTV and privacy notice	Display clear notice of camera coverage, purpose, access authority and retention period. Do not install cameras in changing areas.
8	Women's safety and grievance contact	Nominate at least one female and one male contact for confidential reporting and prompt review.
9	Maintenance window	Reserve a notified weekly or monthly period for deep cleaning, equipment inspection and repairs.
10	Review after three months	Review usage, crowding, incidents, revenue and member feedback after the initial three-month operating period.

Operational points requiring final confirmation

- ☐ Confirm whether the membership fees are payable per registered person or per IMA member account including family.
- ☐ Confirm the exact definition and number of eligible family members.
- ☐ Confirm evening timing as 5:00 PM to 9:00 PM.
- ☐ Approve the age limit and requirements for users aged 16 to 17 years.
- ☐ Approve the refund, mid-term joining and subscription-expiry procedures, including recording absence extensions under Section 2.
- ☐ Nominate the Gymnasium Committee, safety contacts and grievance contacts.

Member declaration and undertaking

I confirm that I have read and understood the IMA Gymnasium Rules and Membership Guidelines. I understand that no coach or trainer is provided and that I am responsible for choosing exercise suitable for my health and ability. I have disclosed relevant health information, will seek medical advice where appropriate, and will follow all safety, dress, hygiene and conduct rules. I understand that access may be suspended for violation of the rules.

Name of registered user: _____

IMA member name and membership number: _____

Relationship to IMA member, if applicable: _____

Date of birth: _____ Mobile number: _____

Emergency contact name and number: _____

Health declaration

- ☐ I am not aware of any medical condition that makes unsupervised exercise unsafe for me.
- ☐ I have a medical condition or recent treatment and have taken appropriate medical advice before exercising.
- ☐ I will stop exercising and seek help if I develop chest pain, severe breathlessness, dizziness, faintness or another alarming symptom.

Signature of user: _____ Date: _____

Signature of parent or guardian for users aged 16 to 17: _____

Registration verified by: _____ Access activated on: _____

For official use

Registration no.		Membership plan	Monthly / Six months / Annual
Receipt no.		Amount	₹500 / ₹2,500 / ₹5,000
Access ID		Verified by	
Start date		Expiry date	
Absence period		Extension granted	
Revised expiry		Recorded by	