

**Coquille Indian Tribe
Health and Human Services
Policy Manual**

Chapter #: 24
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Kilkich Fitness Room

I. Purpose

The purpose of this policy is to describe the use of the Kilkich Fitness Room (KFR), including eligibility, access, and rules of use.

II. Definitions

- A. “Kilkich Fitness Room (KFR)” refers to Unit A at the Coquille Indian Tribe Housing Authority (CIHA) Warehouse, 791 Miluk Drive, and all of the equipment, materials, etc. therein.
- B. “KFR members” are eligible individuals who have completed a KFR use agreement form and have received a user code.
- C. “Guests” are individuals who are not KFR members, but have signed a KFR use agreement form and are allowed to use the KFR in the company of a KFR member.
- D. “Coquille Tribal Member” or “Tribal member” refers to Coquille Tribal members and Coquille Tribal member spouses, and widows/widowers of a Coquille Tribal member, as long as that widow/widower has not remarried.
- E. “Employees” refers to current employees of Coquille Tribal Business and the Coquille Tribal Government.
- F. “Residents” refers to individuals who currently reside in the Kilkich Community.
- G. “Patients” refers to current patients or clients of the Coquille Indian Tribe Health and Human Services Department.

III. Eligibility

The following individuals may be KFR members.

- A. All Tribal members ages 18 and over.
- B. All employees ages 18 and over.
- C. All residents ages 18 and over.
- D. All patients ages 18 and over.
- E. Individuals who do not meet these eligibility requirements may use the KFR as guests of a KFR member as long as the KFR member is present at the time of the guest’s use *and* the guest has completed a KFR use agreement form.

IV. Applicability & Scope

This policy applies to all individuals who use the KFR, and all Coquille Indian Tribe staff members responsible for administering, managing, or otherwise supporting the running of the KFR.

V. Related Policies/Reference for More Information

See KFR Use Agreement Form (Appendix II)

VI. Detailed Policy Statement

A. Access

1. Hours of operation: 24 hours a day, 7 days per week.
2. KFR use is for Tribal members, employees of the Coquille Indian Tribe or Coquille Tribal Businesses, Kilkich residents, and patients of the Coquille Indian Tribe Health Clinic who are ages 18 and above.
3. Individuals between the ages of 13 and 17 may use KFR with parental or guardian supervision only.
4. Children 12 and under may not use KFR.
5. KFR members may bring guests to work out with them as long as the guest only uses the KFR in company with the member.
6. Any member or guest using KFR must have a completed Agreement Form, and must be signed and on record with the Coquille Indian Tribe Health and Human Services Department.

B. Parking

1. General parking for KFR is the concrete apron west of unit A
2. The concrete apron directly in front of KFR (Unit A) is reserved for Elders and individuals with disabilities.

C. Rules of Use

1. KFR member MAY NOT share the KFR entrance code with any other member or guest.
2. The Coquille Indian Tribe is not responsible for lost, stolen, or damaged personal items.
3. KFR users are asked to clean up after themselves and sanitize the equipment they use with the wipes provided. Report housekeeping concerns to Health and Human Services Executive Secretary.
4. Do not use any broken or damaged equipment. Please report damage to Health and Human Services Executive Secretary.
5. Equipment must be used as intended and is used at the KFR member's own risk.
6. Music and television volume must not be excessive.
7. Proper attire, shirt and footwear is required.
8. KFR area is camera monitored.

D. Conduct

1. While in KFR, any inappropriate conduct will not be tolerated. Such conduct includes, without limitation, using loud, abusive, offensive, insulting, demeaning language, profanity, lewd conduct or any conduct that harasses or is bothersome to KFR members, guests or CIT employees managing the KFR.

E. Membership Termination

Membership may be terminated for the following reasons:

1. Separation of employment from the Coquille Indian Tribe.
2. Moving away from the Kilkich Reservation.
3. Disenrollment from the Coquille Indian Tribe.
4. Vandalism.
5. Inappropriate and/or unsafe use of any equipment.
6. Inappropriate interactions with other KFR members or staff administering KFR.

VII. Appeals Process

- A. Reference HHS appeals/complaint process.

VIII. Policy Authority

- A. Health and Human Services Administrator

IX. Implementation Procedures

- A. HHS Administration will be responsible for implementing this policy.
- B. The Executive Secretary will:
 1. Be the primary contact for KFR members and individuals who desire to be members;
 2. Ensure the KFR agreements are completed;
 3. Collect, file, and monitor KFR agreements;
 4. Monitor membership status;
 5. Distribute the KFR key fob, copy of signed agreement, FAQ, and policy;
 6. Distribute replacement key fobs at \$5 each, per member for lost fobs.
- C. The assistant HHS Administrator will be responsible for managing KFR functionality and safety.
- D. The CIT CHC Community Health Representative or designee will inspect the KFR on a monthly basis and monitor safety, infection control and other facility concerns. Problematic issues will be reported to the Assistant Health and Human Services Administrator or Health and Human Services Administrator.