



## FITNESS CENTER HOURS, RULES & ETIQUETTE

### Hours:

Daily 5:30 AM – 9:45 PM - Must use the Fit 4 Life entrance before/after business hours.

### Rules:

- Only employees and approved guests are allowed to use the Fitness Center & locker facilities. See Guest guidelines. The facility is secured with key card entry.
- No food or drink, other than water, is allowed in the fitness center and locker rooms.
- You must supply your own towels, soap, shampoo, and other toiletry items, and take home each Friday or they will be disposed of.
- You must wear CLEAN shoes when using any of the equipment.
- Before using the facility, you must sign the Release form and give to People Team.
- No Horseplay allowed within the facility.

### Etiquette:

- After use of equipment, please wipe off any sweat and sanitize the equipment. Sanitizing wipes will be supplied.
- Please limit your time on a piece of equipment to 30 minutes if others are waiting to use it. If no one is waiting to use the equipment, you may use it longer.
- The shelves are to be used only while using the Fitness Center. You are responsible for your personal items.
- Please use equipment properly and **pick up after yourself**.
- Please respect others using the facility.

### Guests:

- Must be a member of immediate family or can designate one non-family member.
- Adult guests or minor child can use Fitness Center at any time when accompanied by an employee.
- Guest must complete registration along with release of claims prior to using Fitness Center the first time.

### Building Security:

- Outside of normal business hours, please use the entrance on the north side of the building, at the **Fit 4 Life** entrance on the ground level.
- Use IncredibleBank key card issued (17<sup>th</sup> Avenue) to gain entrance to lower level of the building and fitness center.
- Users from outside branches can access the gym using their existing cards. If they don't have a card they will need to be assigned a pin number. Contact Facilities for a pin code.
- A camera may be visible within the Fitness Center for security purposes.