Fitness Center Reservations and Fitness Equipment Rentals

Updated December 2015

- Regis University Wellness and Recreation Policies and Procedures for Fitness Center Reservations and Fitness Equipment Rentals.
  - All reservations must be done through Jena Viesselmann, Coordinator of Fitness and Wellness, in order to reserve space in the Fitness Center or to reserve Fitness Center Equipment.
  - When utilizing the Fitness Center, a Wellness and Recreation Employee must be present.
    - Those utilizing the Fitness Center will not have access via personal ID Card.
    - When utilizing the Group Fitness Space, the reserving party will not have access to the Fitness Center Stereo.
    - Those utilizing the Fitness Center are not allowed to bring in their own equipment. Only equipment approved by the Coordinator of Fitness and Wellness can be used in the facility.
  - If any of the Fitness Center equipment is being rented, a Wellness and Recreation Employee will either supply the renter with the equipment or show the renter to it.
  - Please make sure to leave the Fitness Center and Equipment in the same or better condition from when you arrived.
    - If there is dirt on the floor, the renter shall ask for the vacuum and clean up any mess made by him/her or his/her group.
    - Please sanitize any mats that were utilized.
      - The correct wipes are located throughout the facility.
    - If mirrors contain markings from your groups activities, please ask the front desk for the mirror cleaning spray bottle and clean the mirrors.
  - If any equipment is damaged, please contact Jena Viesselmann (jviesselmann@regis.edu).
  - If a group fitness class is going on before your reservation time, please allow everyone (including the instructor) time to clean up the room and leave before taking over the space. If a class is going on right after your reservation time please allow the instructor to have the space 15 minutes before their class starts.

I have read the above policies and procedures and understand them. If I have any questions I will contact jviesselmann@regis.edu for clarification.

________________________________________  ________________
Signature                                      Date