



**Fitness Center and LDC 125 Reservations
Fitness Equipment Rentals**

Updated September 2017

- Regis University Wellness and Recreation Policies and Procedures for Fitness Center and LDC 125 Reservations and Fitness Equipment Rentals.
 - All reservations must be done through Jena Viesselmann, Coordinator of Fitness and Wellness or Allison Jussel, Administrative Assistant in order to reserve space in the Fitness Center, LDC 125 or to reserve Fitness Center Equipment.
 - When utilizing the Fitness Center or LDC 125, a Wellness and Recreation Employee must be present.
 - Those utilizing the Fitness Center or LDC 125 will not have access via personal ID Card.
 - When utilizing the Group Fitness Space in the Fitness Center, the reserving party will not have access to the Fitness Center Stereo.
 - This same policy applies to LDC 125 unless speaker usage is approved.
 - 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, LDC 125 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 or ajussel@regis.edu for clarification.

Signature

Date