



## **Fitness Club Rules**

1. Access to the Fitness Club is permitted to Hess employees and contractors; a Hess Tower access card is necessary to gain entry into the workout areas. Visiting staff from other offices may get temporary passes to the club; they must check in at the front desk upon arrival for every visit.
2. The use of mobile phones is restricted to the reception area only. Phone conversations are not permitted in the workout areas. Mobile phone cameras may not be used in the locker room areas at any time.
3. Members and visitors may only be paged in the event of a true emergency (the fitness club does not have a public address system; club staff will assist in communications during an emergency).
4. Members and visitors are expected to keep the fitness club neat and tidy out of consideration for others. This includes replacing all free weights to their respective racks, placing all litter in waste receptacles, placing dirty towels in the towel bins, wiping perspiration off equipment after each use, wiping locker room counters off after each use.
5. Dropping of free weights is not permitted.
6. Members are asked not to monopolize the time of fitness club employees on duty.
7. No one under the age of 18 is permitted in the fitness club.
8. Members and visitors will be limited to 30 minutes on a particular piece of cardiovascular exercise equipment when others are waiting.
9. In case of an emergency Hess Tower emergency guidelines should be followed; contact the front desk or the nearest fitness club staff member to assist.
10. 'Lost and Found' items will be logged by date, time found, location, description and the name of the individual turning the item in. Such items may be claimed at the front desk in person by providing a specific description of the respective item(s). All lost and found items will be disposed of after 30 days.
11. The fitness club is not responsible for items left unattended.

12. The fitness club prohibits the display of any form of promotion or advertising in the club without the advance written consent of club management.
13. No personal effects such as jackets or gym bags are permitted in the workout areas.
14. Beverages in the workout areas must be kept in a sealable plastic container. Open or glass containers are not permitted.
15. Firearms, alcohol and illegal substances are not permitted in the club or locker room areas.
16. Members and visitors are expected to conduct themselves in a friendly and civil manner while using the facilities. Failure to treat others in a dignified and respectful manner may result in corrective action, up to and including termination of membership.
17. SUITE TIME FITNESS MANAGEMENT reserves the right to deny use of the club to any person whose attire is not considered to be appropriate in connection with the image of the club, who do not follow its rules and regulations, or who creates a health or safety risk.

### **Dress Code**

1. All attire shall be representative of a corporate fitness club environment.
2. Tank tops and sleeveless shirts must cover the chest area or be used as outerwear. Exposed midriffs are not permitted.
3. Profane language or slogans on any attire is not permitted.
4. Athletic shorts are required. Cut-off or cut-down shorts are not permitted.
5. Athletic shoes are required. Dress shoes, sandals and flip-flops are prohibited in the workout areas (with the exception for yoga classes in the group fitness studio: flip-flops or slip-on shoes may be worn into the studio and removed during class only.)

### **Locker Usage**

1. Lockers are to be used during workout times only. Since there are a limited number of lockers, we kindly ask that you remove your personal items after working out.
2. Lockers may not be secured overnight. Padlocks will be cut and any items that are left in a locker will be removed. Locks that are cut will not be reimbursed.

### **Frequently Asked Questions**

#### **Q: What are the hours of operation?**

A: Club hours are 5:00am to 8:00pm Monday-Thursday and 5:00am-5:00pm on Fridays. The club is closed Saturdays, Sundays and all Hess holidays.

**Q: Where is the Fitness Club located?**

A: The fitness club is located at the west end of the second floor.

**Q: How can I pay for monthly membership dues and retail items?**

A: Suite Time Fitness accepts major credit cards and bank drafts to pay for membership dues. Major credit cards will be accepted for retail items. Cash will not be accepted.

**Q: What do I do when I first come to the Fitness Club?**

A: Arrive to club with gym bag and proper workout attire. Use your Hess Tower access card to get into the club workout areas and locker room.

**Q: Where do I store my belongings?**

A: Day lockers will be available to store your belongings, you may bring a lock to secure your items and remove the lock when you complete your workout. Do not bring a gym bag into the workout areas. There will be small lockers in each workout area for storage of small personal items such as your access card, wallet, phone, etc.

**Q: What amenities will I find in the locker rooms?**

A: In the locker rooms, gym member will have available to them: Large bath towels, hand towels for working out, shampoo, conditioner, bath gel, mouthwash, Q-tips, and hair dryers. All locker room amenities are available to Hess Tower staff whether they are members of the club or not.

**Q: I forgot my..... (shirt, shorts, socks). What do I do?**

A: Fitness apparel, as well as energy drinks and bars, will be available for purchase at the reception desk.

**Q: Where can I find information about group exercise classes?**

A: Check the group fitness area information monitor and the reception desk for the classes offered and their scheduled times.

**Q: Can I use my cell phone while I work out?**

A: You may use your cell phone to play music or to charge on the cardio machines. You may not use the cell phone to talk while in the club.

**Q: If the club is crowded, how long can I use a cardio machine?**

A: During peak times please restrict your cardio usage to 30 minutes or less so others will have time to use it as well.

**Q: I'm new to working out; will someone be available to help me with machines and questions?**

A: Yes, at least two personal trainers will be available at all times, ready and willing to help meet your needs.

**Q: Where can I find information about personal training?**

A: Trainers will be on staff while the gym is open. Business cards for each trainer with their contact information will be located at the front desk of the reception area. Personal training costs are not included in the monthly membership fee.

**Q: I've lost \_\_\_\_ in the gym on my last visit, who can I ask?**

A: Staff members may check lost and found for you. 'Lost and Found' items will be kept for 30 days.

**Q: What do I do if I noticed something wrong with the equipment?**

A: Please notify a staff member