



## MEMBERSHIP GUIDELINES

### Hours of Operation

Monday through Thursday: 6 a.m. – 7:30 p.m.

Friday: 6 a.m. – 6:30 p.m.

(Closed during designated holidays)

311 Fitness Center is a convenient place to follow through on your fitness goals. The following guidelines will ensure 311 Fitness Center remains enjoyable, safe, and efficient for all members. As a member, it is your responsibility to understand and comply with each of the guidelines listed below. The Advocate *Fitness* staff is available to answer any questions.

### Membership Guidelines:

- Members must be at least 18 years of age. Individuals under the age of 15 are prohibited from entering the facility.
- Members must be tenants of the 311 South Wacker building.
- An Advocate *Fitness* Evaluation and program/facility orientation will be completed prior to joining. Members may also be required to obtain a physician's release before participation is permitted. A waiver must be signed by all members before using the 311 Fitness Center.
- A member allowing a non-member to use the facility will forfeit their membership. Members will, however, receive two one-day guest passes that are good for three months after they enroll. These can be given to employees of any tenant in the 311 South Wacker building and are good for one visit each to 311 Fitness Center. A waiver must be signed by all guests before each use of the facility.
- All credit card transactions will not be deposited until the second week of the following month, no matter when the transaction was processed. An initial credit card validation is required for all credit transactions for security purposes.
- The \$37.50 per month membership fee is payable through tenant subsidization agreement (varies with each tenant) or Electronic Funds Transfer (EFT) from a personal checking or credit card account. Members also have the option to pay in full for a year's membership. All fees are used to cover the costs associated with 311 Fitness Center including the Advocate *Fitness* staff, equipment maintenance, programs and towel service.
- A \$40.00 enrollment fee is due on the day of enrollment. This fee includes a fitness profile, a strength-training orientation, and a cardio orientation. Members have the option to not participate in the fitness profile and orientations; however, it is highly discouraged. Enrollment fee is required regardless if services are utilized.
- An initial 12-month commitment is required to join 311 Fitness Center.
- Members who transfer to another work location or discover that they have medical condition(s) that prohibit 311 Fitness Center activities following their Enrollment Date will have the option to prematurely end the initial 12-month membership commitment. A letter from their Human Resources Department or physician is required to complete the termination process. A 12-month commitment will be required should the member decide to re-join.

- If, at any point, a member is referred out for medical attention, a physician's consent may be required to restart membership.
- Members may choose to freeze their membership for a select period of time for a \$15.00 monthly fee to avoid resigning a 12-month commitment and enrollment fee. If a member decides to freeze their membership, once returning, the entire \$37.50 per month for the remainder of the 12-month contract will be effective. The commitment will be extended for the amount of time the account was frozen.

### **Dress Guidelines:**

- Appropriate attire includes shorts, sweat suits, and T-shirts. Athletic shoes must be worn at all times.
- Inappropriate attire includes: sports bras, muscle style tank tops, short shorts, thong leotards, T-shirts with offensive language or pictures, athletic shoes with black soles, and any other attire deemed inappropriate by Advocate *Fitness* personnel.

### **Equipment Guidelines:**

- The equipment must be used in the manner for which it is specifically designed and determined to be safe by the Advocate *Fitness* personnel.
- Equipment must be wiped down after each use.
- Weights and other equipment should be returned to where they belong after use to prevent accidents from occurring.
- During peak use periods, all posted time limits must be observed. Complaints regarding violation of this guideline should be brought to the attention of the Advocate *Fitness* personnel.

### **Locker Guidelines:**

- Lockers are the property of 311 Fitness Center and are provided for purposes of temporarily storing clothes, bath needs, etc. They are to be used only while members are using the facility to exercise. Misuse of the lockers (including, but not limited to, using the lockers to display offensive and/or inappropriate materials or to store illegal drugs, alcohol, weapons, explosives, or other flammable goods) will result in membership termination.
- Advocate *Fitness* personnel and/or corporate security may conduct searches of the lockers and of personal property located in the lockers at any time, without advance notice or permission or member knowledge, as necessary to ensure the safety of all members and the proper use of the lockers. In addition, any member interfering with such searches may also have his/her membership terminated.
- All lockers must remain locked when in use. Members are required to bring a personal lock to lock their locker while exercising. Personal locks are sold in the pro shop. Locks that are left on the daily lockers after close will be cut and items will be stored for one week.
- Neither 311 Fitness Center nor Advocate *Fitness* is responsible for personal items damaged, lost or stolen in the facility.

### **Rental Locker Guidelines:**

- Lockers are the property of 311 Fitness Center and are provided for purposes of storing clothes, bath needs, etc.
- Rental lockers may be rented for \$15.00 per month.
- Limited lockers are available to rent. Lockers will be rented on a first come, first serve basis. If all rental lockers are rented, members may be placed on a waiting list.
- Misuse of the lockers (including, but not limited to, using the lockers to display offensive and/or inappropriate materials or to store illegal drugs, alcohol, weapons, explosives, or other flammable goods) will result in membership termination.

- Advocate *Fitness* personnel and/or corporate security may conduct searches of the lockers and of personal property located in the lockers at any time, without advance notice or permission or member knowledge, as necessary to ensure the safety of all members and the proper use of the lockers. In addition, any member interfering with such searches may also have his/her membership terminated.
- All lockers must remain locked when in use. Members are required to bring a personal lock to lock their locker. Personal locks are sold in the pro shop.
- Neither 311 Fitness Center nor Advocate *Fitness* is responsible for personal items damaged, lost or stolen in the facility.

**General Facility Guidelines:**

- Food and beverages (other than water) are not allowed in the facility.
- **311 Fitness Center towels are not to be taken out of the facility.**
- Personal videos may not be used in the facility due to copyright restraints.
- All facility activities, such as group exercise classes or tours of the facility, are to be conducted by Advocate *Fitness* personnel only.
- Please inform Advocate Fitness personnel if you have changes with your name, address, telephone number, emergency contact, or health status.
- If a payment is attempted but declined the member is responsible to pay that amount the following month as well as a \$25 charge for the decline.
- Advocate *Fitness* personnel should be notified immediately if you have been injured or become ill while using the facility.
- If the curtains are closed and the group exercise class has already begun no more participants are allowed into class based on instructor’s discretion. This is to ensure that the class is not interrupted and the instructor is able to flow through the proper routine.

**Emergency Procedures:**


Advocate *Fitness* personnel are trained in CPR, AED, and to direct emergency situations. Advocate *Fitness* personnel should be notified immediately if an emergency situation occurs. They will evaluate the situation and implement the emergency procedure plan as appropriate.

**Acknowledgement:**

Because of the nature of exercise and fitness programs and the equipment involved, there are inherent risks of injury. I understand that my assistance is needed to ensure that 311 Fitness Center and its equipment are used in the proper manner so that risks of injury are minimized. I understand that it is my responsibility to ask an instructor or attendant for instruction on the proper use of any piece of exercise equipment.

I acknowledge the need for rules and/or guidelines concerning the use of equipment, facilities and activities at 311 Fitness Center. I agree to abide by those rules and guidelines as they are amended from time to time and to make every effort to ensure that the equipment and facilities are kept in a safe and usable condition. In addition, I understand the monthly membership fee may change from time to time. When and if this happens, I will be given notice and an opportunity to discontinue my membership.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Member Signature

\_\_\_\_\_ Staff Initials \_\_\_\_\_  
Print Name  Advocate Fitness

