

RULES SHEET:

WESTERN REGIONAL CENTER (WRC) FACILITY MANAGEMENT RULES GOVERNING USE OF EXERCISE ROOM, BUILDING 2

I. **PURPOSE.** These rules establish uniform requirements for all personnel using the exercise room and the equipment contained therein.

II. **RESPONSIBILITY.** It is the responsibility of all personnel using the exercise room facility to familiarize themselves with these rules.

III. **PROCEDURES.**

- A. Use of the exercise room is open to NOAA employees and contractors whose duty station is at the Western Regional Center. The room is available from 6:00 a.m. – 9:00 p.m. Monday through Friday, and 9:00 a.m. – 5:00 p.m. on weekends except for the time set aside for cleaning.
- B. Each user must obtain and sign a waiver from the Buildings Management Branch (BMB) before using the exercise room and equipment. Employees shall use the equipment in accordance with instructions posted in the exercise room.
- C. Users can reserve the equipment up to one day in advance. To reserve equipment, individuals can sign-up on the sign up boards located between the exercise room and shower/locker rooms. Equipment may only be reserved for use during the hours of 6:00 a.m. until 7:30 p.m, weekdays. Equipment may not be reserved for use during open times, which are the hours of 7:30 p.m. until 9:00 pm weekdays, and anytime on weekends.
- D. Water in plastic water bottles is permitted in the Fitness Center. No food or beverages (other than water) will be consumed either in the locker room or exercise room.
- E. While using the exercise room individuals may wear: shorts, tank tops, t-shirts, warm-up suites, tights or leotards with appropriate athletic footwear. Shirts are required and appropriate footwear must be worn at all times.
- F. Men's and Women's locker rooms are available. Individuals are responsible for providing a lock to secure personal belongings while using the fitness center. Do not leave personal belongings in these lockers – **individuals are required to remove their locks and personal items from lockers upon completion of their exercise session.** NOAA and BMB staff are not responsible for items lost, stolen, or damaged while stored in lockers. Gym bags are not allowed in the exercise room.
- G. Shower stalls are available in each of the locker rooms. Individuals are responsible for providing their own toiletries. NOAA is not responsible for toiletries left in the locker area. These items will be removed if left in the locker room overnight. Showers are to be kept to a reasonable length of time (not to exceed 10 minutes).
- H. Personal music devices are not permitted in the Fitness Center unless equipped with earphones, headsets, or similar equipment.