FUNCTIONAL TRAINING ROOM KEY POLICIES AND PROCEDURES

**Purpose:** These policies and procedures are used to keep a consistent protocol with the Personal Training, Group Fitness Instructor, and Fitness Monitor staff positions when utilizing the key(s) for the Functional Training Room (FTR).

**Scope:** These policies and procedures are used by all Fitness & Wellness staff.

**Policies:**

I) PERSONAL TRAINER FUNCTIONAL TRAINING ROOM KEY POLICIES

a) The key is only to be used when the FTR is not reserved for other activities.

b) The key used by personal trainers will be kept in the PT Office.

c) Personal trainers are to sign the key in and out in the key log next to the computer.
   i) The key must remain with the personal trainer who signed it out at all times.
   ii) The key must not be passed off to another trainer and should return back to the Personal Training office when finished. The Personal Trainer must then sign the key back in when finished.

d) Any misuse of, loss of, or damage to the key must be reported immediately to the Fitness & Wellness professional staff.
   i) If this was a direct violation of the policy, the Personal Trainer may have their access to FTR revoked.

II) INSTRUCTOR AND MONITOR FUNCTIONAL TRAINING ROOM KEY POLICIES

a) The Group Fitness FTR key is located in the monitor closet in the monitor program assistant’s mailbox.

b) The key is only to be used when the FTR is not reserved for other activities.

c) The key is to stay with the monitor checking in the class or the Group Fitness Instructor using the FTR at all times.

d) Once the class is over, the monitor will close and lock the doors and return the key to the monitor closet.

e) Any misuse of, loss of, etc. must be reported immediately to professional staff.
   i) If this was a direct violation of the policy, the staff member may have their access to FTR revoked.