

STANDING OPERATING PROCEDURES      (APR 07)  
Community Recreation  
Fort Monroe Fitness Center

1. Purpose. To prescribe policies and procedures for the operation and use of the Fort Monroe Fitness Center located in bldg. 171, 8 Ruckman Road, Fort Monroe, VA.

2. Scope. This SOP applies to all patrons eligible to use the Fitness Center.

3. Facility Operating Hours/Phone Number.

Monday through Friday, 0530-2000, Saturday and Sunday, 0800-1600.

Activity areas will close 15 minutes prior to building closure.

Phone number Fitness Center 788-3090, Sports Office 788-2783

4. Admission to Center.

a. **Eligible patrons** include active duty, retired military, reservists, and their ID card holding family members. DOD, APF and NAF employees, retired DOD. DOD spouses and family members under 21 residing with their sponsor may participate. Family members 16 years of age have unrestricted use. Children 12 - 15 years of age may use the fitness center when accompanied by a parent.

b. **Proper identification required:** ID must be presented to staff upon request. Patrons will be required to complete the MWR Rec Trac Pass Registration Application and give name or pass number upon admittance to facility.

c. **Patrons will receive** equipment and safety instructions prior to exercising.

5. Conduct.

a. Patrons will refrain from horseplay or any other conduct which may result in injury or discomfort to themselves or others.

b. Food and or drinks are not allowed in the center, with the exception of sports supplements, which may be consumed, with proper disposal of containers.

c. Patrons who appear to be under the influence of drugs or alcohol will not be allowed in the Fitness Center.

d. Patrons must wear shirts, gym shoes, and proper workout attire (PT uniform is standard). Clothing or accessories with sharp edges are not permitted.

e. All equipment must be returned to proper location after use.

f. Pets are not allowed within the complex area.

g. No smoking within the Fitness Center.

h. Lockers are for daily use and will be emptied daily. All valuables should be secured to avoid loss. **Fitness Center not responsible for loss of unsecured items.**

i. Patrons are required to wear shower shoes in the locker room areas.

6. Responsibilities.

a. Patrons are responsible for:

1. Showing proper identification.
2. Proper and instructed safe use of all equipment.
3. Placing equipment in proper places after use.
4. Removal of debris introduced into area.
5. Reporting abuse of equipment or facility to Fitness Center Manager, 788-3302
6. Securing all valuables in lockers.

b. Community Recreation is responsible for:

1. Supervision and operation of Fitness Center.
2. Providing qualified staff during hours of operation.
3. Providing information, instruction, and training to patrons on proper use of all equipment located in the facility prior to use.
4. Providing equipment for issue for racquetball and climbing wall.
5. Providing individualized weight training programs for patrons as requested.
6. Ensuring all Safety procedures are followed.
7. Ensuring cleanliness of facility.
8. Ensuring all equipment is kept in a constant state of repair.

7. Racquetball Courts.

**Reservations**

a. Monday through Friday, reservations may be made for the current day or the following day. Fort Monroe active duty personnel have first priority and may schedule reservations from 0630 - 1000 hours. All other eligible personnel may call between the hours of 0830-1000. Walk in reservations will only be accepted after 1000.

**General**

b. The courts are available Mon-Fri, 0630-1945, Sat. 0800-1545, and Sundays and holidays 0800-1600. Courts are used for the purpose of Racquetball, unless reserved for Active Duty PT. Point of contact for scheduling reservations is the Fitness Center, bldg. 171, 788-3090.

c. Monday through Friday, 0600-0800 and 1900-1945 courts 1 and 2 will be open play, first come, first served. Between 1100-1300 Mondays through Friday all courts will be played on a challenge basis.

d. Reservations will be accepted for the following time periods: 0800-1100 and 1300-1900, Monday-Friday and 0800-1400, Saturday and Sunday reservations must be made on Friday. . Court requests will be scheduled on the hour. The facility must be vacated no later than 1945, Monday-Friday, 1545 on Saturday.

e. Patrons occupying a court will be charged with a full turn and must surrender the court on the hour to the next authorized patron. Patrons are not authorized to occupy

the court for more than one hour when others are waiting.

f. Participants are expected to wear non-marking shoes. Street shoes, etc., will not be permitted on the courts. Wooden racquets are prohibited. All racquets used at this facility should have a guard affixed at the top in order to protect the court walls. Black racquetballs/handballs are strictly forbidden for use at this facility. All patrons must wear eye protective devices.

g. A Class "C" phone is available for on Post and emergency usage.

#### 8. Climbing wall

Patrons will follow guidelines established in the climbing wall SOP.

Fitness Center Manager