

FITNESS CENTER RULES & REGULATIONS

Our primary goal is to ensure that, with respect to the Fitness Center, all tenants and their employees enjoy a clean and safe environment during the Building's normal hours of operation (Monday through Friday, Holidays excepted). To achieve this goal, we ask all tenants and their employees to abide by the following rules and regulations:

FITNESS CENTER HOURS AND ACCESS:

1. The Fitness center is open from 6:00 am to 8:00 pm daily, Monday through Friday (Holidays excepted), for use by tenants and their employees only, with card key access. Keycards are programmed to open the main entrance door and the appropriate men's or women's locker room door. For this reason, Keycards should be retained in your possession at all times when in the Fitness Center. Each individual will be issued a Keycard for their own personal use and such Keycards may not be loaned to or used by any other person. Damaged, lost or stolen Keycards will be replaced for a non-refundable fee of \$12.00.
2. Users must enter and exit the Fitness Center through the designated entrance and exit, posted with ENTER ONLY and EXIT ONLY signage.

GENERAL RULES:

1. Each individual must complete and file with the Management Office of the Building a Liability Waiver PRIOR to using the Fitness Center. There will be no exceptions to this rule.
2. In accordance with the CITY OF CHICAGO Guidelines, users are required to wear a face covering at all times inside the Fitness Center and Locker Rooms.
3. **Self Health Screening.** Users shall conduct a self health screening prior to entering the fitness center or locker rooms. Users shall screen themselves for the following symptoms, and if any of these symptoms exist, user shall not enter the facilities
 - Temperature of 100.4F or higher
 - Cough, shortness of breath, or difficulty breathing
 - Chills
 - Muscle pain
 - New loss of taste or smell
 - Have a known respiratory condition
4. **Occupancy Limitations.** Users must adhere to the occupancy limitations which are posted at the entrance. FIVE (5) people allowed inside the fitness area and THREE (3) people at a time inside each locker room. Users must visually inspect the facilities to see if occupancy has been met. If so, user may not use the facilities at that time.
5. **Social Distancing and Hand Sanitation.** Users must always practice social distancing while using the fitness facility and locker rooms. Specifically, users must allow a minimum of six feet between themselves and others. In addition, Users must wash and/or sanitize their hands before working out and before leaving.
6. All tenants and employees are advised to be mindful of their personal fitness limits and to exercise at levels and paces that are appropriate to them. All tenants and employees are encouraged to have a thorough physical examination completed by a physician BEFORE starting an exercise regime at the Fitness Center.
7. No one under the age of 18 is allowed in the Fitness Center.
8. All tenants and employees will have access to television audio jacks located on the cardio machines. Please use your personal headphones to listen to the broadcast of your choice. Please turn off the television on the cardio machine when your workout is complete.

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9. Use of cell phones, I-Pads, Laptops and any other communication and messaging devices is not allowed in the Fitness Center. All phone calls and text messaging must be conducted within the business premises of tenants. I-Pods, MP3 players, Walkmans and Discmans are permitted provided that the volume is only emitted through the headphones used by the individual. Please refrain from taking photos of individuals within the Fitness Center.

10. Restrooms and supplies are provided for tenant and their employees benefit. Please keep these areas clean and report low product supplies to the Management Office.

11. All tenants and employees are expected to act in a courteous and respectful manner. Profanity, yelling, rude, destructive or boisterous behavior will not be tolerated.

12. All tenants and employees are encouraged to immediately report Fitness Center abuses to the Management Office. Usage privileges may be revoked for inappropriate behavior, unauthorized guests or for equipment abuse.

EQUIPMENT USE:

1. Do not leave equipment lying around the weight room where someone could trip over it. Re-rack weights and return all other accessories to their proper locations when finished.

2. Each individual is responsible for removing the weight plates that he/she has used on the plate-loaded machines; and returning all plates, dumbbells, barbells, and other equipment to the proper storage places.

3. Always use the collars that prevent weights from falling off the barbells. Be sure to wear a weightlifting belt on exercises that place stress on your lower back, such as bent-over lifts like squats, or barbell rows. It is recommended that, for safety purpose, a spotter be used when utilizing the free weight equipment.

4. Ease weights into position on the machines and do not allow them to slam down. Be sure to keep your hands away from the chains, cams, pulleys, and weight plates of exercise machines when they are in use. Also, when selecting the weight for a machine exercise, be sure to push the pin in all the way.

5. **Sanitization of Equipment.** Users are responsible for sanitizing each piece of equipment before and after each use, using the provided antiseptic wipes. Please put soiled hand towels in the basket by the locker rooms and used antiseptic wipes in the trash can before exiting the Fitness Center.

6. Allow others to work in or take turns on the equipment. There is a 30-minute time limit on all cardio equipment. Please do not monopolize equipment while others are waiting or during peak times.

7. All fitness equipment and hand towels are the property of the Building and are not to be removed from the Fitness Center. Removing equipment or towels from the Fitness Center without permission is stealing.

8. All tenants and employees should report any equipment malfunctions to the Management Office.

9. Water or sports drinks may be consumed from closed plastic containers with lids. Food is prohibited in the Fitness Center. All empty plastic bottles should be placed in proper refuse containers. Any spills must be cleaned up immediately, or reported to the Management Office immediately.

ATTIRE:

1. Proper work out attire is required. This includes a shirt, shorts or pants and sneakers. No street clothes, jeans, clothing with offensive wording or revealing clothing is permitted. Bare feet are not permitted. No loose jewelry or scarves. Management Office staff reserves the right to determine what appropriate athletic attire is.
2. Please use restrooms/locker area for changing into exercise attire.
3. Open-toed sandals and boots are not permitted on equipment. During the winter season, members are encouraged to bring separate footwear for use in work out areas to keep the fitness floor areas dry.

FOR YOUR SECURITY AND SAFETY:

1. Gym bags, coats, laptop computers, cell phones or other valuable items are not permitted around the equipment. Please secure your personal belongings in a locker or consider leaving them in your business premises. Tenants and employees are fully responsible for personal items that are lost, stolen, or damaged at the Fitness Club, and Landlord bears no responsibility therefor.
2. Lockers are available free to all tenants and employees on a first-come, first-filled basis. If the locker is closed, it is in use. If it is open, it may be utilized while you are within the Fitness Center. Security will be instructed to open all lockers after 8:00 pm each night (and to remove any locks in place, forcibly if necessary) and place any contents in the lost and found located in the management office of the building (currently Suite 1075).
3. In the event of an emergency, please dial 9-1-1 and give the operator this address: 20 South Clark Street, Chicago, Illinois and your location within the Building. After contacting emergency personnel, please contact the Management Office at 312-726-0711.

Failure to abide by any of the above-referenced rules and regulations may result in loss of usage privileges. The Management Office reserves the right to refuse admittance and/or expel from the Fitness Center any person who fails to comply with the above health and safety regulations. The Management Office also reserves the right to charge members for the replacement or repair cost of any damages arising from misuse or abuse of equipment. On behalf of the Landlord, we thank you in advance for your cooperation in helping us maintain our Fitness Center in an optimum condition. We hope you enjoy using this clean, safe, healthy and friendly environment! Feel free to ask questions or make suggestions!

I acknowledge that I have received and read the Rules and Regulations attached hereto governing the use of the Fitness Center and equipment thereof, and I agree that I will fully comply with these Rules and Regulations as they are amended from time to time by SOT South Clark, LLC. The undersigned confirms that he/she is a salaried employee of _____

Signature

Print or Type Name

Personal Cardkey Number