



METROPOLITAN
SQUARE

THE METROPOLITAN SQUARE BUILDING FITNESS CENTER Rules & Regulations

- Hours of Operation
 - Monday through Friday 7:00 a.m. until 7:00 p.m.
 - The Fitness Center will be an unsupervised facility and no trainers or other supervision of any kind will be provided.
- Authorized Access
 - Access to the Fitness Center is restricted to authorized employees and tenants at The Metropolitan Square Building only, no exceptions.
 - Your building access card will be programmed to access the 19th floor where the Fitness Center is located and into the fitness center itself after a signed Waiver & Release Agreement is received at the Building Management Office. Signed waivers should be emailed to Melissa.Walker@jll.com. Waiver forms can be obtained from the Management Office or the Building's website (onemetropolitansquare.com). Waivers will need to be turned in prior to access given to fitness center.
 - Anyone using the Fitness Center must have their building access card to enter the Fitness Center and should never provide access to another person. Failure to comply may result in an employee losing access privileges to the Fitness Center.
 - If you have any issues accessing the Fitness Center after we have received your signed waivers, please contact the Management Office at 314-436-1212.
- HVAC/Temperature, Maintenance or Equipment issues
 - A work order can be placed through your office representative or by calling 314-436-1212.
 - HVAC is provided during operating hours.
- Lockers and General Storage
 - Lockers are available for use while you are in the Fitness Center exercising. Locks and personal items must be removed at the end of your exercise session.
 - Maintenance and/or security staff will have the authority to cut the locks and remove/dispose of any personal items left in lockers after normal operating hours daily.
- Equipment Use and Courtesy
 - You are expected to observe weight room etiquette and always demonstrate courtesy towards others.
 - During busy times, cardio equipment use is limited to 30 minutes.
 - The Fitness Center will determine the music/TV selection. Personal headsets or earbuds are welcome as long as the volume is not disruptive to others. No personal boom boxes, blue tooth speakers or stereos allowed.
 - Proper fitness attire is required. Appropriate shirts and shoes must be worn at all times.
 - Please wipe down gym equipment after each use with the disinfectant spray and cloth provided, and return all weights, mats and other accessories to the appropriate rack or storage area.
 - No equipment is to be taken out of the Fitness Center.
 - User must provide their own towels and take with them after their workout.
 - DO NOT drop dumbbells and plates on the floor. This will be disruptive to other tenants in the building.
 - Please perform exercises with weight that you can safely lift or have someone spot you.
- Equipment Communication
 - Please report any equipment problem or issues with any piece(s) of equipment that you feel needs repair/attention to the management office or security.
 - If you need any help while in the fitness center, there are three (3) panic buttons that are located within the center that go directly to the security office that they will respond to if any of them are activated. You can contact the building security desk directly by calling 314-436-7496.
 - In case of emergencies please call 911, and if possible, notify the building security so they can prepare for the emergency personnel to arrival and escort.

- COVID 19 Procedures
 - Face coverings are optional but subject to change.
 - No food or beverages will be allowed in the Fitness Center. Bottled water/sports drinks are permissible (plastic containers only).
 - Please wash hands prior to using any equipment. There are hand sanitizers available for use.
 - Wipe down all equipment before and after use with the disinfectant spray and cloth provided.

The Fitness Center at The Metropolitan Square Building is an amenity for all, and your assistance in maintaining it as such is appreciated. Please report any issues or concerns to the Management Office.