

## Policies & Procedures for the 100 Federal Street Fitness Center

### Health & Life Safety

- In case of emergency, dial 911. Next, dial building security at 617-896-7330
- If / when a fire alarm is sounded, please immediately evacuate the fitness center and building via emergency stairwell(s)
- If you have flu-like, cold, COVID-19, or any other contagious symptoms or illnesses, please refrain from training in the fitness center
- An Automatic External Defibrillator (AED) is mounted on the wall adjacent to the women's locker room

### General Policies

- Fitness Center Hours – 5am – 8pm, Monday – Friday
- Use of the fitness center and associated equipment is at the responsibility and risk to the user
- For all issues related to damaged or defective equipment, please email [100fedfitness@bxp.com](mailto:100fedfitness@bxp.com).
- Profanity, yelling, or grunting loudly are not permitted
- While using or occupying a machine or piece of equipment, use of cell phone is not permitted
- Alcoholic drinks, drugs, steroids, and tobacco products are not permitted
- After use of equipment, please return to proper storage area
- After each use of equipment (including freight weights, barbells, medicine balls, mats, etc.), wipe down with disinfecting spray bottles and paper towels
- Users must be an employee of a tenant occupying space at 100 Federal Street. No external guests are permitted
- Swipe your badge at the access card panel at the main entrance for entry into the fitness center
- The rear door is reserved for emergency egress only. Users should not enter / exit through this door during normal operation
- Personal property should not be stored outside of the locker rooms
- Other than water bottles, food & beverage are not permitted in the fitness center. Filtered water is offered at outlet adjacent to group fitness room
- Lost and found items should be returned to the security desk located in the Federal Street lobby

### Attire

- Close toed athletic shoes are required – boots, sandals, dress shoes, etc. are not permitted
- Shirts covering entirety of chest, back, and torso are required – crop tops, sports bras, tank tops are not permitted
- Athletic shorts or sweatpants are required – pants or shorts that may result in damage to equipment are not permitted



## Locker Rooms

- Use of the locker rooms is at the responsibility and risk of the user. 100 Federal Street is not responsible for any lost or stolen goods
- Personal property must be stored in the cubbies or lockers within the locker rooms
- All lockers are property of 100 Federal Street and are permitted for day use and recreational purposes only
- Day-use lockers found to be in use after close each night will be opened, and contents will be removed by staff. Contents will be inventoried and stored for three weeks; after which the contents will be discarded. The lost and found can be located in the storage room located within the group fitness studio.
- Cell phones and cameras may not be used in the locker rooms at any time

## Towel Service

- Towels are for use in the facility only and should not be taken outside the facility at any point
- Fresh towels are located at storage cubbies in bathroom area of locker rooms
- Used towels are to be discarded in designated locations within the locker rooms
- Users are recommended to use only one hand towel and one shower towel per visit