

## **FREE WEEK AND FINALS FREE WEEK CLASS CHECK-IN POLICIES AND PROCEDURES**

**Purpose:** These policies and procedures are used to keep a consistent protocol with the Fitness Monitor staff position as it pertains to the change of class check-in policies and procedures for Free Week and Finals Free Week.

**Scope:** These policies and procedures are used by fitness monitors.

### **Policies:**

#### **I) FREE WEEK/FINALS FREE WEEK CLASS SIGN-IN POLICIES**

- a) The monitor will report to their assigned positions listed in the Studio D closet as stated in their normal policies and procedures.
- b) Any patron who refuses to sign the waiver will not be permitted to attend the fitness class.
- c) Free week classes are first-come, first served; if a class has reached its max capacity, no other patrons will be allowed to enter even if they have already purchased a fitness pass.

### **Procedures:**

#### **I) FREE WEEK/FINALS FREE WEEK CLASS SIGN-IN PROCEDURES**

- a) During Free Week and Finals Free Week, the monitor will pull up the electronic free week waiver their tablet to have patrons sign.
- b) Once the monitor reports to their assigned class, they will then require every patron that enters the fitness class to complete the waiver.
- c) The studio capacities will not change for the classes and the monitor will ensure to not allow in more patrons than the room and class designate.
  - i) The monitor must remain at the studio 15 minutes after the class has started, even if the class has reached full capacity, to ensure no other patrons enter without completing the waiver.
- d) Once the monitor has completed their check-in responsibilities, they will return the tablet to the monitor closet and record the participation counts on the count spreadsheet.