

# FACILITY GUIDELINES

## TMMKFitness

### Hours of Operation

24 Hours: Monday 4:00AM – Saturday 5:00PM  
Closed Sunday

### Membership/Who is eligible?

- All TMMK/TMNA Team Members and Retirees
- Spouses
- Dependents (unmarried, full-time students ages 11-26)
- Employees, spouses and eligible dependents of select Toyota subsidiaries, full-time temporaries and contractors
- Select TMMK/TMNA co-ops
- Each member may sponsor one Guest member (see Guest Policy in handbook)

### Membership Cancellation Process

Members can cancel their memberships at any time.

- In order for a member to cancel he/she must come to TMMKFitness to fill out the required forms.
- A cancellation form must be filled out for each member wishing to cancel.
- Additional forms may also be required to be completed if the cancelling member has children enrolled in Kids Korner, or if the cancelling member is renting a locker.
- TMMK/TMNA Team Members will be asked to sign a new Payroll Deduction form at the time of cancellation.
- Participants, who voluntarily terminate their membership and wish to re-enroll, must repay the enrollment fee.

### Badging In

For security purposes, each participant is required to utilize his/her TMMKFitness badge when entering and leaving the building. A TMMKFitness staff member may conduct badge checks to verify membership. Using another members badge to gain access to the facility is strictly prohibited and may result in loss of membership privileges for all parties involved.

### Equipment Use

Lap Counters, Stop Watches and Heart Rate Monitors are available for check-out at the front desk. Members are responsible for wiping down equipment after use with the disinfectant wipes provided.

### Dress Code

Conservative exercise attire is required. No bare mid-drifts. Close-toed shoes and shirt must be worn by members at all times. If a participant fails to wear the appropriate clothing, he/she may be asked to leave the facility.

### Photography/Videotaping

In accordance with TMMK's Electronic Devices Policy, photography and/or videotaping is strictly prohibited within TMMKFitness without the appropriate authorization. Failure to abide by the policy could lead to termination of membership privileges.

### Illness/Injury

Please report any injuries/illnesses incurred in the fitness facility, no matter how minor, to a staff member immediately. In addition, members who experience an injury or change in health or medical status outside of facility should inform the staff upon returning.

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## Emergency Response System

The staff is trained in CPR and First-Aid techniques and will respond to emergencies promptly. An automated external defibrillator (AED) is available in the fitness facility for use in case of a cardiac emergency. In case of an emergency, dial 911 or 2222.

## Personal Training Policy

Member's personal training other members is strictly prohibited at TMMKFitness. Failure to abide by the policy could lead to termination of membership privileges.

## Lockers

Daily lockers are available while using TMMKFitness. Lockers left occupied throughout the day and overnight will be emptied during nightly locker room checks (Locks will be cut and contents removed). Belongings will be retained in the fitness facility lost and found for 30 days. TMMKFitness is not responsible for member belongings while in the facility or items left in the facility.

A limited number of lockers are available to rent. Rental is \$3.50/pay period payroll deduction or \$7.58/month credit/debit card. Please see fitness staff for availability.

## Amenities

Amenities in the locker room include (hair dryers, bath towels and soap). These items are supplied for your convenience and should not be removed from the locker rooms. Please help maintain a clean environment for those using the sink and vanity areas after you.

## Towels

Towel service is available for your convenience. Please do not take towels out of the facility. Dirty towels should be put into the bins provided.

## Music Selection

In consideration of other members personal stereos (including phone speakers) are not permitted. Staff will select all overhead music played and will control the volume. Radio stations that feature upbeat, mainstream music will be played. We filter music with explicit content and/or offensive in nature to the best of our abilities.

## Lost and Found

All valuables should be locked in a locker while members are exercising in the fitness facility. Please report any lost or found items immediately to staff. The Fitness Facility is not responsible for lost or stolen articles.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_