



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON BAVARIA**  
**UNIT 28130**  
**APO AE 09114-8130**

AMIM-BAW-WR

13 June 2023

**MEMORANDUM FOR RECORD**

**SUBJECT:** Standard Operating Procedure (SOP) USAG Bavaria Sports and Fitness Facilities

**1. PURPOSE**

This SOP establishes uniform guidelines and procedures for the operation of the USAG Bavaria Sports and Fitness facilities.

**2. POLICY**

The procedures for utilization and operating the USAG Bavaria sports and fitness facilities are listed in attached annexes.

**3. APPLICABILITY**

This SOP is applicable to all assigned military, civilian staff and other authorized personnel.

- a. Primarily active duty military personnel assigned to the USAG Bavaria community and their family members.
- b. All other active duty military personnel and their family members not assigned to the USAG Bavaria Community.
- c. Retired US military personnel and DA Civilians employees living on or residing near the USAG Bavaria Community.
- d. Retired US military personnel and DA Civilian employees not assigned to the USAG Bavaria Community.
- e. NATO Forces personnel temporarily assigned for duty with US Forces within the USAG Bavaria Community.
- f. All other personnel authorized by the USAG Bavaria Commander.

AMIM-BAW-WR

SUBJECT: Standard Operating Procedure (SOP) USAG Bavaria Sports and Fitness Facilities

#### 4. RESPONSIBILITIES

a. The Family & Morale, Welfare and Recreation (Family and MWR) Director and Family and MWR is responsible for the overall operation of the USAG Bavaria Sports and Fitness program.

b. The Chief, Business, Recreation Division, (BRD), is responsible for the administration and overall implementation of the USAG Bavaria Family and MWR Sports and Fitness program.

c. The Chief, Sports and Fitness Operations is responsible for the overall operation, administration, supervision of sports and fitness staff, sports & fitness facilities, execution of fitness activities, sports programs and recreational events within USAG Bavaria.

#### 5. GENERAL

IAW Army Regulation 215-1, subject: Morale, Welfare and Recreation Programs and Non-Appropriated Fund Instrumentalities, 24 Sep 10, fields and fitness facilities are under the administrative control of the USAG Bavaria Family and MWR. These facilities provide wholesome recreation and leisure time opportunities designed to enhance the physical and mental well-being of Soldiers, Family Members and other authorized personnel.

6. Point of contact is the undersigned, at DSN 526-9030.



Digitally signed by  
BINDER.AUDRE.L.1156528664  
Date: 2023.07.24 10:23:01  
+02'00'

AUDRE L. BINDER  
Director, Family and MWR  
USAG Bavaria

## TABLE OF CONTENT

Paragraph 1	- Operating Hours – Page 2
Paragraph 2	- Authorized Personnel Policy – Page 2
Paragraph 3	- Management – Page 3
Paragraph 4	- Facility Personnel Operational Procedure – Page 4
Paragraph 5	- Opening / Closing – Page 5
Paragraph 6	- Care / Maintenance – Page 6
Paragraph 7	- Key Control – Page 7
Paragraph 8	- Emergency Procedures – Page 8
Paragraph 9	- Safety Procedures– Page 9
Paragraph 10	- General Rules – Page 11
Paragraph 11	- Attire Policy – Page 12/13
Paragraph 12	- Free-Weight / Plate Loaded Room Rules – Page 13/14
Paragraph 13	- Agility / Exercise Room Rules – Page 14
Paragraph 14	- Functional Fitness Room Rules – Page 14/15
Paragraph 15	- Lockers / Locker Room Rules – Page 15/16
Paragraph 16	- Reservation Policy – Page 16
Paragraph 17	- Lost / Found & Unclaimed Property – Page 16/17
Paragraph 18	- Miscellaneous – Page 17
Paragraph 19	- Points of Contact – Page 17

## 1. USAG BAVARIA 24 HOUR FITNESS FACILITY

**Tower Barracks Field House (TBFH)**, Bldg. 547, (DSN: 526-1423, COM: 09641-70-526-1423)

Operational 24 hours daily (unmanned Facility)

(Hours are subject to changes and will be appropriately publicized.)

a. Family and MWR scheduled activities/programs and services have priority over all recreational and unit request.

## 2. AUTHORIZED PERSONNEL

### a. References

(1) Army Regulation 215-1, 24 Sep 10, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities.

(2) AE 215-1, Family and Morale, Welfare and Recreation Programs in Europe. 17 Jun 2019

(3) DoD Morale, Welfare and Recreation Fitness Standards, 1 Oct 2016.

(4) MEMORANDUM FOR PATRONS AND STAFF, Standards Operating Procedures (SOP) for Installation Management Command (IMCOM) Europe Physical Fitness Centers Eligibility during Manned and Unmanned Operations. 23 Nov 2022.

b. MWR Unmanned 24 hour fitness facilities are **only** authorized for ADULTS ages 18 and above. (17 for Active Duty personnel) and Youth ages 12-17 while under direct supervision or their parent/legal guardian.

(1) US Active duty personnel assigned to the USAG Bavaria Community and their family members.

(2) US Active duty military personnel and their family members not assigned to the Bavaria Military Community.

(3) Retired US military personnel living on or residing near the Bavaria Military Community.

(4) DA Civilian employees living on or residing in USAG Bavaria, and or DA Civilian personnel temporarily assigned for duty at USAG Bavaria.

(5) US and LN contractors, AAFES concessionaires, Local Nationals and or Guests are **NOT** authorized.

c. Access to the 24 hour unmanned fitness facility;

(1) All authorized personnel must present a valid military ID card/CAC card, which will be verified by the fitness facility personnel.

(2) Patrons will be required to fill out, initial and sign the orientation/"Release of Liability" form.

(3) Patrons will be registered into the RECTRAC access data system with their Common Access Card (CAC) or Military Dependent ID card.

(4) Patrons must scan the bar code on the back of the ID card at the 24 hour front entrance scanner to have access to the facility. Do not let another person/s walk in the facility with you, as this will result in immediate loss of your privilege.

(5) As a safety precaution; personnel are also required to scan out of the facility to ensure we stay within the buildings maximum occupancy.

### **3. STANDARD OPERATING PROCEDURES (MANAGEMENT)**

a. Supervise staff, programs and facility operations.

b. Ensure a risk assessment is certified by the installation Safety Office that is documented and incorporated into facility operations.

c. Ensure an appropriate operational risk management assessment is conducted and signed by the garrison/installation commander.

d. Ensure unmanned facilities are granted appropriate waivers from services headquarters prior to operation.

e. Ensure patrons are informed of the risk associated with using the unmanned facility; and mechanisms are in place (e.g., CCTV, restricted areas, etc.) to protect patrons to the greatest extent possibly given.

f. Ensure unmanned facility does not eliminate the installation requirement to operate a fully staffed facility of 90 hours a week.

g. Ensure patrons can initiate an emergency response, by posting emergency response procedures in highly visible areas, provide a direct emergency phone line and posting other emergency contact information by the phone, provide public automatic external defibrillator (AED) with procedures posted and a First Aid Kit.

h. Ensure pre-activity tool, Physical Activity Readiness Questionnaire (PAR-Q), is available for patron to increase awareness regarding safe exercise.

i. Ensure information on reporting an adverse incident is displayed in the facility.

j. Ensure rules, policies, and guidelines for use of the facility are communicated to patrons, appropriately enforced and posted throughout the facility.

k. Ensure random inspection of unmanned facilities are conducted to promote rule enforcement.

l. Ensure assigned facility personnel are responsible for preventative maintenance, regular cleaning of equipment, and facility are maintained according to established procedures

m. Ensure timely preparation of work orders for repair and upgrading of facilities.

n. Ensure an accurate account of all property and conduct a joint inventory on a quarterly basis.

o. Ensure established opening and closing procedures for facility personnel are carried out.

p. Ensure safety procedures IAW DoD, DA, IMCOM, IMCOM-E, and local regulations are maintained.

q. Ensure Internal Controls are done IAW IMCOM, IMCOM-E, and local policies.

r. Initiate and execute budgets and business plan for the 24 hour unmanned fitness facility.

s. Ensure assigned staff adhere to all procedures and policies put forth in this SOP.

t. Upload patron's Orientation/Liability form on Q-drive, under BRD, GRAF, SPORTS, Management folder (Secured). Once uploaded, hard copy will be shredded.

#### **4. FACILITY PERSONNEL OPERATIONAL PROCEDURES**

a. Attend to all visitors and patrons immediately and courteously.

b. Project the image of professionalism at all times.

c. Provide patrons with the orientation / liability waiver form and verify that all information required is properly filled out and that it's initialed and signed.

d. Input patron's information in the RecTrac access data system and verify that their ID card is valid through the access scanner.

e. File and upkeep patron's information in the file cabinet, that it's properly labeled (Documents enclosed are subject to the Privacy Act of 1974) and secured.

f. Execute 100% inventory of all fitness equipment / supplies daily and filed. Any discrepancies will be reported to the supervisor immediately.

g. Execute daily safety checks of the entire fitness facility, and surrounding areas.

h. Maintain constant vigilance in ascertaining that the fitness facility patrons are following the rules and policies.

i. Clean fitness equipment and provide preventive maintenance as required.

j. Maintain bulletin boards and make sure all information is up to date.

k. Make sure the functional fitness room is clean and ready for scheduled instructional classes.

l. Check all doors and alarm system for security / force protections.

## **5. OPENING AND CLOSING PROCEDURES**

### **a. OPENING**

(1) Unlock office door.

(2) Check computer systems.

(3) Check surveillance system.

(4) Check all doors, windows and alarms.

(5) Check reservation book and be prepared to support requested requirements.

(6) Check functional fitness room is ready for instructional classes.

(7) Check cleanliness of the locker rooms / latrines and ensure paper towel, toilet paper and soap are available.

(8) Check the entire facility is in high state of police.

(9) Check all fitness areas are in proper order, and gym wipes are available.

(10) Check fitness equipment for any safety discrepancies and notify supervisor.

Place "Down for Maintenance" sign on machine when required

(11) Check AED, First Aid Kit, Emergency phone and fire extinguishers for safety, emergency and fire prevention.

(12) Check ventilation and ensure facility is adequately ventilated / heated.

(13) Submit service order through Army Maintenance (ARMA)

<https://dpw.armymaintenance.com/arma/> if any discrepancies found and notify supervisor.

(14) Execute preventive maintenance and clean all machines

b. CLOSING

(1) Ensure locker rooms are in proper order, stocked with paper towels, toilet paper and soap.

(2) Check all fitness areas and make sure they are in proper order, and gym wipes are available.

(3) The office should be left in a clean, neat, and organized fashion.

(4) Check all areas for safety and fire prevention.

(5) Verify that the RecTrac computer access program surveillance system and alarms are in working order.

(6) Take out trash.

(7) Turn off all lights not required for the 24 hour operation.

(8) Ensure all doors and windows are secured.

## 6. CARE AND MAINTENANCE

a. Maintenance of gym equipment

(1) All cardio and fitness equipment will be cleaned, sanitized and maintained daily IAW the manufacturer's recommendations.

(2) Clean weight plates, dumbbells and weight bars weekly. Use steel brush, not gym wipes on the weight bars.

(3) Clean and sanitized mats, BOSU Balls, medicine balls, etc., daily.

(4) Execute preventive maintenance on cardio equipment monthly. This includes checking console for mileage, heart rate monitor, and wear of belts, pedals, etc.

(5) Initiate a maintenance work order DA 2407, for submission for fitness equipment that requires more than basic preventive maintenance.

**Note: Down for Maintenance signs will be posted on machine with staff's name and date the equipment went down, and deficiency found.**

b. Maintenance of gym equipment

(1) Vacuum, sweep and mop floors as required.



- (2) Clean walls, glass and windows as required.
- (3) Door / windows close securely and are in good repair.
- (4) Check light bulbs are working and covers are not broken or missing.
- (5) Check electrical wall sockets are not broken
- (6) Check lockers, showers, sinks, toilets, urinals are in working order.

c. Outside surrounding areas

- (1) Police daily or as directed.
- (2) Trash cans located near the facilities will be emptied as necessary.
- (3) Maintain outside areas; i.e. pavement, curb, walkways, cut grass, trim bushes, remove weeds, pick up leaves, etc. During the winter season make sure all walkways, and emergency exits are safe from ice and snow.

d. Automated External Defibrillator (AED)

- (1) Staff will follow the USAG Bavaria Sports & Fitness Public AED SOP.
- (2) Staff will inspect the exterior and connector for dirt or contamination monthly.
- (3) Staff will check supplies, accessories and spares for expiration dates and damage monthly.
- (4) Staff will check operation of the AED by removing and reinstalling the battery and running a battery insertion test monthly.
- (5) Facility manager will make quarterly appointments with BMEDDAC for quarterly checks.
- (6) AED Monthly/Quarterly Equipment maintenance form will be properly filled out dated and signed by the staff doing the inspection.

## **7. KEY CONTROL**

a. Key control is an important part of physical security. Procedures outlined below will be followed by all staff to ensure that proper key control and accountability will be maintained IAW AR 190-11.

- (1) A primary and alternate key custodian will be appointed in writing for key control. Specified keys are maintained and controlled by the sports offices.

(2) All keys will be maintained in a secure key box, in a room, which is locked during non-operating hours. The key box will be secured when not in direct supervision of key custodian.

(3) Facility keys will be issued and signed for on a DA form 2062 by the facility manager to staff personnel for the duration of their employment. Upon termination of employment, all personnel will be required to turn in all issued keys.

b. There are two types of keys identified:

(1) Keys that are maintained in the key box.

(2) Personally, retained keys, which are maintained by the individual employee utilized for the facilities are located in the office key box.

(3) Only sports & fitness branch personnel are authorized access to the key box.

(4) AE Form 2670 will be utilized to obtain keys from the key box.

(5) Keys must be replaced immediately after use.

(6) The key to the key box will be in the possessing of the facility manager or personnel designated authority by the facility manager.

(7) Staff will be in possession of keys to enable them to gain entrance to the facility as duty requires or as directed.

(8) Keys permitting entrance to the sports & fitness facilities will be maintained in the Main Fitness Center director's office to be used in case of an emergency.

## **8. EMERGENCY PROCEDURES**

a. Patrons Emergency Response.

(1) The emergency phone, First Aid Kit and AED (automatic external defibrillator) are located in the hallway by the main entrance to JWFC b323.

(2) In case of fire, dial 112 and proceed with established fire evacuation plan. Fire extinguishers are also located by the 24 hour fitness facility entrance and in the weight room entrance, with a fire evacuation floor plan.

(3) In case of an emergency requiring military ambulance, dial 112 and for military police dial 110.

(4) Serious injuries will be reported to the Installation Operation Center at DSN: 526- 2303 or COM: 09641-70-526-2303 and the Safety office at DSN: 526-3025 or COM: 09641-70- 526-3025. Injuries to family members will also be reported to the sponsor. Report should include:

- (a) Name (plus name of sponsor if family member).
- (b) Rank (sponsor's if family member).
- (c) Social Security Number (last 4).
- (d) Unit (sponsor's if family member).
- (e) Type of injury.
- (f) Cause.
- (g) Date and time.

b. Certified personnel will implement emergency medical assistant IAW existing EMS protocol when required.

c. Sexual Harassment/Assault Response and Prevention Program (SHARP) Hotline  
DSN: 569-4567 COM: 09641-70-569-4567.

d. In the event of a Natural Disaster, Major Accident, CBRNE incident or active shooter, Patrons will execute lockdown or evacuation procedures, whichever is warranted for the incident at hand. The highest ranking member will take charge during lockdown situations and proceed to contact the military police.

e. Facility Personnel Emergency Response

In case of fire, dial 112 and proceed with established fire evacuation plan

## **9. SAFETY**

Safety Precautions and Basic Gym Safety;

The main purpose is to assure your safety, so that you get the most out of your workout while avoiding injuries and/or other complications. It is imperative that you understand and adhere to each of the following safety precautions.

a. It is highly recommended that you get a complete physical checkup before you start a physical training program, especially if you have a family history of high blood pressure or heart disease; or is over the age of 45; and any previous injuries or any other physical condition with potential for danger.

b. Be sure to always integrate warm-ups, stretching, and cooling- down into your program. This will reduce your risk of injury by increasing your blood flow and prepping your muscles for the work they are about to do.

c. Using the proper lifting form is important not only to work your muscles correctly, but also to prevent injury. Always do your exercises through a full range of motion in a slow, controlled manner.

d. When beginning a new weightlifting program-or any time you try a new exercise--always start out using light weights. It is far better to start out too light than too heavy.

e. We highly recommend not to exercise above your training limits and experience. Going to total muscle fatigue with a challenging weight is not useful objective in your first few weeks. When trying a new lift or starting a new routine, the objective is to practice and perfect your technique, and to learn how to concentrate on the muscle you are exercising.

f. Proper breathing is essential in weightlifting. If you hold your breath while lifting a weight, you run the risk of raising your blood pressure and starving your brain of oxygen. You should try to exhale during the "positive," or main exertion phase, and inhale during the "negative," the phase in which you resist and come back slowly.

g. Always use the collars that prevent weights from falling off the barbells.

h. A spotter is required when using free-weight bars. Having a spotter is important not only for safety reasons but also for performance enhancement. If a spotter is not available, a power rack/cage with the safety arms will be used.

i. 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.

j. Be sure to keep your hands away from the cables, 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.

k. Do not leave equipment lying around the weight room where someone could trip over it. Bags and excess clothing in the fitness areas present a safety hazard and are prohibited.

l. Stay Hydrated and do not exercise on an empty stomach.

m. Always follow recommended manufacture safety signs on fitness equipment.

n. Always follow all safety and rules signs that are posted in the 24 hour fitness facility.

o. Sanitation Wipes are available your use. For hygienic and health purposes, we ask that you please wipe equipment prior to and after use.

p. Slippery floors can cause serious injuries! The janitorial room is open for patrons to use in case of spillage, excessive dirt, etc. Mops, brooms, rags, dust pan, etc. and wet floor safety signs are be available.

## **10. GENERAL RULES**

a. Patrons must fill out the safety orientation/Liability Waiver form for access.

b. Patrons must register their Common Access (CAC) / ID card and release of liability waiver form prior to accessing the 24 hour unmanned facility.

c. All current authorized patrons defined by AR 215-1, Army Military Morale, Welfare, and Recreation (MWR) Programs, approved by the installation Commander, and over the age of 18 (17 for Active Duty) and Youth ages 12-17 while under direct supervision of their parent/legal guardian may access the 24 hour fitness facility during unmanned hours.

d. There will be no supervision or assistance during unmanned hours and patrons are expected to behave in accordance with military rules and standards. When CCTVs are down a BMM will be assigned to monitor 24/7 unmanned facility. Violations of the 24 hour fitness facility policies will not be tolerated.

e. Patrons will swipe their CAC/ ID card for entry and will ensure the main entrance to the 24 hours fitness facility door securely closes following entry. Entries will be logged in the RECTRAC database.

f. Patrons are required to swipe out of the 24 hour facility. This is required to stay within the safety capacity of the facility. This is very IMPORTANT, as not swiping out will cause the access system to be full and patrons will not have access to utilize the facility.

g. Holding or propping the door open is strictly prohibited and will result in immediate loss of privilege.

h. Sharing CAC/ID card is considered theft of services from the 24 hour fitness facility and will be prosecuted.

i. For safety and security, all outside doors will remain closed unless needed for an emergency

j. Areas that are not available for use will be locked or clearly marked as restricted.

k. Equipment must remain inside the 24 hour fitness facility and will not be taken outside of the facility under any circumstance. Also equipment must remain inside the room/area it is intended for.

l. Patrons will identify and assess potential risks before engaging in any activity and will take reasonable precautions to mitigate risk of injury. Patrons are highly encouraged to use the buddy concept when exercising in the 24 hour fitness facility.

m. A spotter is required when using free-weight bars. If a spotter is not available, a power rack/cage with the safety arms will be used.

n. Sound producing devices such as portable audio devices and Bluetooth speakers are not permitted within the USAG Bavaria, Family and MWR Sports & Fitness facilities, unless so directed by the manager or event POC. (Audio devices with headphones are authorized).

o. Alcoholic beverages, tobacco products and fire arms are prohibited inside USAG Bavaria, Family and MWR fitness facilities.

p. Animals are not permitted in any of the USAG Bavaria, Family and MWR Sports Fitness facilities.

q. Organized Family and MWR programs will have priority over all other use.

r. Bags and excess clothing in the fitness areas presents a safety hazard and are prohibited.

s. Radios in the USAG Bavaria fitness facilities will be set to AFN Bavaria. TVs will be set to AFN sports and news channel.

t. Groups of 4 or more are not authorized organized physical training during the following peak hours; (06:30-07:30, 11:30-13:00 & 1700-1800).

u. Taking pictures or filming in this facility is strictly prohibited.

v. Patrons are asked to report any misuse, abuse or violations of 24 hour fitness facility policies to the Military Police and the fitness facility personnel.

w. Family and MWR assume no liability for accident, injury, or loss of property in or on any of our sports and fitness facilities.

x. Patrons caught violating these rules will be barred from using the 24 hour fitness facility and will be reported the Garrison Command Sergeant Major and individual chain of command.

## **11. ATTIRE POLICY**

### **a. Shoes**

Policy governs the general use of the indoor sports facilities during opening hours. The facility manager, in coordination with the event organizer, will govern shoe policy for special events, change of commands, unit physical training (PT) programs, and so forth.

(1) Appropriate footwear must be worn at all times inside the fitness center areas.

(2) Athletic shoes must be worn to use of cardio equipment.

(3) Street shoes or combat boots will not be allowed on any court floors.

(4) Combat boots is only authorized while in modified OCP uniforms. This is limited to selectorized, plate loaded, and free weight equipment.

### **b. Athletic Gear**

(1) Proper athletic gear will be worn at all times while exercising on cardio equipment. OCP are not authorized. There are no exceptions.

(a) The wearing of mixed uniforms (military/civilian dress) is prohibited.

(b) Tank Top, T-shirt, Sweatshirt, must be worn at all time.

(c) Jeans or non-athletic clothing is not permitted while engaging in physical/recreational activities.

(d) Clothing in question; refer to the Fitness Center Proper Attire Flyer.

(2) Wearing of OCPs, is authorized only under the following conditions:

(a) Only lifting of weights is authorized while in modified OCP uniform. OCP uniform and boots must be clean prior to using equipment.

(b) OCP for organized combative training is authorized.

## **12. FREE-WEIGHT/PLATE LOADED/SELECTORIZED TRAINING AREA RULES**

a. Patrons are required to return all weight bars, plates, and dumbbells to their racks after use. Do not leave weight plates on the floor next to machines or lean plates against walls.

b. Use of collars for free-weights is mandatory.

c. For safety reasons, patrons are required to have a spotter when lifting free-weights.

d. Fitness equipment and any other exercise machines should be used in accordance with the stations specified functions.

e. Think safety - do not slam weights on the plate-loaded and cable machines. Slamming dumbbells or free weights is strictly prohibited.

f. For safety and security concerns, sports bags are not permitted in the weight room.

g. Chalk is a privilege! If you are going to use CHALK, we ask that you please clean up after yourself. Vacuum cleaner, rags, brooms, mops, etc. are available in the janitorial room.

h. Report any unsafe practices, broken or malfunctioning equipment to fitness facility personnel and/or place an ICE comment card.

i. Do not operate equipment with loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Instead please notify fitness facility personnel.

j. Weight benches and equipment must be kept in the established area. Do not move equipment around.

k. Handles, V-bars, etc. for cable machines are to be removed from the machines and return to the designated rack after usage. For safety concerns do not leave handles and other bars on the floor.

- l. For sanitation and health reasons, patrons are asked to clean and wipe off equipment prior to and after use. Sanitation wipes are available.
- m. All equipment must remain inside the room it's intended for.
- n. The weight rooms will be closed periodically for maintenance/cleaning and equipment inventory. Closure will be posted, and will be done during low usage time.
- o. Failure to comply with these instructions may result in personal injury and or barred from using the 24 hour fitness facility.

### **13. AGILITY/EXERCISE AREA RULES**

- a. Aerobic steps, mats, weight logs, jump ropes, medicine balls, muscle rollers and other agility equipment in this room are authorized for individual fitness.
- b. Do not drop or slam kettlebells, hand weights on the floor.
- c. Due to the type of flooring in the agility/exercise room, boots are not authorized.
- d. For sanitation and health reason, patrons are asked to clean and wipe off equipment prior and after use. Sanitation wipes are available.
- e. Do not remove equipment from this room.
- f. Report any unsafe practices, broken or malfunctioning equipment to fitness facility personnel. Exercise room/area will be closed periodically for daily maintenance/cleaning and equipment inventory. Closure will be posted, and will be done during low usage time.
- g. Failure to comply with these instructions may result in personal injury and or barred from using the 24 hour fitness facility.

### **14. FUNCTIONAL FITNESS AREA RULES**

- a. Improper form and use of the equipment can cause serious injuries. We highly recommend that you attend our functional fitness workshop with our certified coaches prior to utilizing the functional fitness equipment. (Workshop dates/times and registration forms are posted on the bulletin board).
- b. All functional fitness equipment/items must remain in the functional fitness room/area.
- c. Clean and properly store all equipment after each workout. Wipe down barbells with dry cloth or brush ONLY (NO gym wipes).
- d. CHALK is a privilege! We ask that you please clean up after yourself. Vacuum cleaner, rags, brooms and mops are available in the janitorial room.
- e. When instructional classes are in progress, the area is closed to individual workouts.
- f. Space is limited! – We ask that you plan your workout accordingly. Customers are not to take over areas by spreading out equipment preventing other customer's access



to areas of the room.

g. Report any unsafe practices, broken or malfunctioning equipment to fitness facility personnel.

h. For safety and security concerns, sports bags are not permitted in the functional fitness room.

i. Do not drop unloaded barbells and or Kettlebells.

j. Do not drag the Plyo-Boxes

k. Use of collars on barbells is mandatory.

l. Rowers, GHD's, Plyo-Boxes, weight-bars, etc. are to be placed back in there designated area after use.

m. No boots on cardio equipment, such as rowers, assault bikes and self-power treadmills.

n. No boots on climbing ropes.

o. Patrons are asked to clean up and put away all equipment after each workout. For safety concerns, do not leave bars, kettlebells, medicine balls, etc. in the workout areas of the floor.

p. Patrons are not authorized to coach other patrons unless they are a certified trainer assigned to the USAG Bavaria Sports & Fitness operations.

q. Equipment is to be used as designed for! Using equipment as prop or any other unsafe manner that it's not designed for, can cause personal injuries and also damage equipment. This will not be tolerated at all.

r. The functional fitness room will be closed periodically for maintenance and cleaning. Closure will be posted, and will be done during low usage time.

s. Failure to comply with these instructions may result in personal injury and or barred from using the 24 hour fitness facility

## **15. LOCKER ROOM RULES**

a. All lockers are considered daily lockers, unless identified as a locker rental, which requires registration and payment for this service.

b. Patrons are reminded to secure their items and provide their own locks.

c. Usage of cameras and cell phone is strictly prohibited in the locker rooms.

d. **Female Lockers Room** – As a safety precaution measure an electronic lock was placed on the ladies locker room door. Female patrons will be issued a code for the electronic door. Patrons are not to share the code with anyone. Code will be periodically changed and female patrons will be informed.

e. Locks left on daily lockers will be monitored and anyone suspected of violating the rules; will have an unauthorized note posted on the locker to provide the patron 24 hour notice. Lock will be cut off and items removed after that point. Items will be

inventoried and kept at the facility for two weeks. High value items will be stored in a secured safe. Note: After 2 weeks unclaimed items will be donated to the post thrift shop and high values items will be turned in to the MP station.

f. Patrons are asked to report any discrepancies such as broken or damaged lockers, or unauthorized use of general daily lockers will be reported to the supervisor.

## **16. RESERVATION POLICY**

a. Reservations for military events, such as Change of Command, PDP, etc., must go through the Multi-Purpose Center, Bldg. #134. DPTMS, DSN: 476-4469. A non-availability statement form USAG Bavaria S3/S5 will be required prior to requesting usage of Family and MWR sports & fitness facilities for a non-recreational event.

b. Reservation forms are available at all USAG Bavaria Fitness Centers. Reservation forms must be submitted 24 hours prior to the date of use.

## **17. LOST, CONFISCATED AND UNCLAIMED PROPERTY**

a. The return of property to its rightful owner and proper disposal of unclaimed property creates good public relations between the Sports Branch and the military community.

b. Lost/found, confiscated and unclaimed property is any privately owned person property which has come into the custody of the sports branch.

c. Military property, if found or turned-in will be released at the first possible opportunity to the MP Station.

d. The facility manager exercises responsibility for the supervision of lost/found or unclaimed items.

e. Staff are responsible for turning in lost/unclaimed property to the facility manager or his designated lost/found custodian immediately upon discovery.

f. Facility manager will designate a secure site for this property.

g. Procedures for confiscated property in delinquent lockers or lockers that are used for improper storage of personal items are covered below;

(1) It is imperative that two staff members are present when a lock is cut and a personal locker is entered

(2) An inventory of the contents is conducted, the items are listed on the inventory sheet, and it is dated and signed by both individuals. The property is then sealed in a container along with the inventory sheet and secured in the designated secure area.

(3) When a patron claims their property, staff will open the container, review the contents with the patron and have them sign the inventory sheet to verify that they have received their property. The signed sheet will be filed for record.

(4) Extreme caution is to be exercised in the securing of valuable items such as jewelry, credit card/cash, wallets, ID Cards, etc. Items must be kept in a safe and turned into the MP station at the end of the business day.

(5) After two weeks, unclaimed property/clothing, not accepted by the Military Police, will be donated to the post Thrift Shop.

h. Exceptions to this reservation policy will require a memorandum through the Director of Family and MWR, for the Garrison Commander's approval.

## **18. MISCELLANEOUS**

For any unforeseen circumstances not covered by this SOP, and where an immediate decision is required, the facility manager (or personnel in charge) will decide the course of action justified by the event at the time and report the decision through individual chain of command.

## **19. POINTS OF CONTACT**

a. Mr. Charles M. Bradfish, Tower Barracks Fitness Center Manager, B170, DSN: 526-1423.

b. Mr. Serge Kearse, Chief, Sports & Fitness Operation, USAG Bavaria, DSN: 526-9035.

c. Mr. David Roach, Chief Business Recreation Division (BRD), USAG Bavaria, DSN: 526-9060.

d. Ms. Audre L. Binder, Director, Family and MWR, USAG Bavaria, DSN: 526-9043.