



## **Fitness Center**

# **Reservations & Access Instructions**

We are happy to announce that the fitness center is opening soon!

1670 Broadway is requiring an **online reservation** for the fitness & yoga facility. We want to make this process as effortless as possible, and these are the steps you will need to follow to ensure a seamless check-in during your reservation.

### **OPEN**

Monday – Friday  
6:00 AM to 6:00 PM

#### **1. Gym Membership Requirements**

Prior to gaining access to the online reservation calendar, each gym member must read, sign, and return the 1670 Broadway **Fitness Center Waiver & Release of Liability Agreement** in-person or email to the Management Office.

#### **2. Create an Account!**

Management will confirm the **Fitness Center Waiver & Release of Liability Agreement** is signed and authorize access to the gym. When the request is approved, you will receive an email from Cushman & Wakefield with the subject Create Your Login. Please follow the instructions to create a Username and Password.

#### **3. Place an Online Reservation!** No walk-ins allowed! (Seriously.)

Plan ahead! Reservations are approved on a first come, first served basis. Gym members can schedule one-hour per day up to 7-days in advance on the online calendar. Before every reservation request, the gym member must read and accept the Terms & Conditions, which includes a COVID-19 questionnaire. (<http://www.1670broadway.com/service-requests/>)

#### **4. Check-in for Gym Access!**

Before the reservation starts, you must check-in at the Security Desk located in the building main lobby and show your building issued badge or present a photo ID. Once the reservation is verified, you will be given a Gym Access Badge to enter the facility on the 3<sup>rd</sup> floor. After the reservation ends, the badge will expire, and it must be returned to the Security Desk. Fines or access restriction are subject to those who do not comply.

#### **5. During Your Reservation!**

**Masks are always required.** There will only be *3 people maximum* in the fitness center at a time to maintain social distancing. It is required for the member to sanitize each machine/equipment when finished. Gym members must stagger equipment usage and maintain a minimum of 6 feet between each user. If someone is using a machine, you cannot use the machine immediately adjacent to it. This rule will be strictly enforced. Gym lockers and showers will be available.