



Fitness Center

Reservations & Access Instructions

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!

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. Gym reservations are only approved during management office hours and must be booked 2 hours in advance to allow time for management to approval the reservation. During every reservation request, the gym member must read and accept the Terms & Conditions, which includes a COVID-19 questionnaire.

4. Check-in at the Lobby Security Desk 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 3rd 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!

There will only be *6 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 a minimum of 6 feet between each user. Gym lockers and showers will be available.