

# 24/7 Physical Fitness Facility Access FAQ's

1. Access entrance is located in the main parking lot between the Athletic Center and Recreation Center.

2. The scanner is located on the right brick wall of the main entrance of the Athletic Center.

3. The scanner will be lit red. A CAC card or the provided white card can be used for access.



4. Scan the card a half inch away from the scanner directly in front and centered over the black front cover. It will not work if you are too close or too far away.

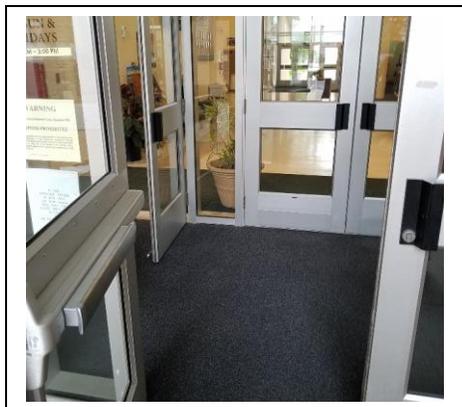
- If the light on the scanner turns yellow then it has not worked. You must retry.

- If the light on the scanner turns green you will hear a click as the door will unlock.

- You can now enter.



5. Use the left side door of the closest double door to enter.



- Do not let someone piggyback with you. The Door only stays unlocked for 5 seconds.

- Each user/patron must scan their card separately and wait for the door to lock between scanning.

There are **red wall phones** with a direct connection to the 911 call center. Once the receiver is lifted, you will be connected to a dispatcher instantly.

Locker rooms, showers, and saunas will be locked and remain inaccessible during unmanned hours access. The Restrooms will remain open for use.

Unmanned Hours start after closing, 8 PM weekdays, after 3 PM Weekends/ Holidays and end at 5 AM, 7AM respectively.

All patrons must leave the building at closing daily and only after the staff has secured the building will the unmanned access system be activated. At that time, all patrons must use registered ID Card to scan into the facility individually. It is recommended that patrons plan to arrive at 8:30 PM for weekday and 3:30 PM for Weekend/Holiday unmanned access.

AED units (Defibrillators), first kits, fire extinguishers will be accessible during unmanned hours.

In case of loss of power all users must leave the building.

In case of inclement weather post closures and delays, the facility will be closed and no unmanned access will be available.

If equipment breaks during unmanned access, users are to report it on a Log sheet located on the front desk wall. This log may also be used for reporting any lost items.

All patrons are asked to be diligent with security and as always,

**SEE SOMETHING SAY SOMETHING.**