



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VA 22214-5000

IN REPLY REFER TO:
1710
MCCS

MAY 25 2017

COMMANDING OFFICER'S POLICY LETTER 02-17

From: Commanding Officer, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall

Subj: SMITH GYMNASIUM AUTHORIZED USE POLICY

Ref: (a) MCO 1700.27A
(b) MCO 1700.29

Encl: (1) Participation Agreement

1. Purpose. To publish further information, guidance and designate patron eligibility for use of the Cpl Terry L. Smith Gymnasium, it's associated fitness programs and personal trainers.

2. Information

a. Reference (a) establishes broad guidance concerning the authorized patronage of Marine Corps Community Services (MCCS) Programs and Facilities, worldwide. The reference also establishes the authority for local commanding officers to extend gymnasium and pool privileges to others, not specifically authorized by the broader guidance.

b. Per reference (b), employees or contractors of the Semper Fit Division, MCCS Henderson Hall are the only authorized providers of personal training services aboard Henderson Hall. All personal trainers possess current certifications as Personal Trainer Instructors from a national accrediting agency. Additionally, all staff is certified in cardiopulmonary resuscitation (CPR) and first aid.

3. Guidance

a. Authorized Patrons. Pursuant to reference (a), and in order to promote the appropriate and equitable use of facilities and resources within the Semper Fit Branch of MCCS, the following personnel will be granted access to Smith Gym:

(1) Active duty members of the armed services.

(2) Members of military reserve components.

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- (3) Retired military personnel.
- (4) Military spouses and family members with valid dependent status identification.
- (5) Permanent, full-time DoD employees.
- (6) NAF employees of the Marine Corps.
- (7) Credentialed emergency services personnel (fire, police, etc.) servicing Henderson Hall.

b. Guest Policy. Authorized patrons from the list above, may sponsor otherwise ineligible guests, for access to the gymnasium. Such personnel will be considered guests of the command and will be charged a \$5.00 daily use fee and will sign-in upon payment before being allowed use of the facilities. Guests will be accompanied by the sponsoring patron at all times. Limits on the total number of guests will be established, on a case by case basis, by the Facility Manager in the best interest of the command.

c. Age Restriction and Youth Accessibility. Children under the age of sixteen will not be permitted access to Smith Gym unless accompanied by a parent or legal guardian who must accompany and supervise the child at all times.

d. Personal Training. To ensure the safety and physical well-being of Marines, Sailors, family members and all other authorized users of these facilities, personal training services will not be provided by anyone other than authorized MCCA Henderson Hall employees or contractors, per reference (b). The following behaviors will be considered as providing personal training services: Individuals observed routinely leading and directing others in organized workout routines in which one individual is monitoring the participants, giving instruction in the use of equipment, setting workloads, documenting machine settings, etc. and is not participating in the exercise routine themselves.

**NOTE: This policy is not intended to disrupt the positive interaction between workout partners.

The following represent some of the several common examples of general assistance that will not be considered personal training services:

- (1) Unit physical training sessions where instruction is provided by other unit members.

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(2) Parent/child workout teams (where the child is at least 10 years old, per reference (a)) where the parent is giving instruction to his/her child on the proper use of equipment or training techniques.

(3) Partner/group workouts where one or more participants may demonstrate techniques or use of equipment but all participants are involved in the workout itself.

(4) Incidental assistance in which a patron asks another patron for help in spotting.

(5) Recognized, responsible parties for physical fitness within the military realm. Such a course of conduct and the associated routine must be acknowledged by the Fitness Director prior to use of the facility.

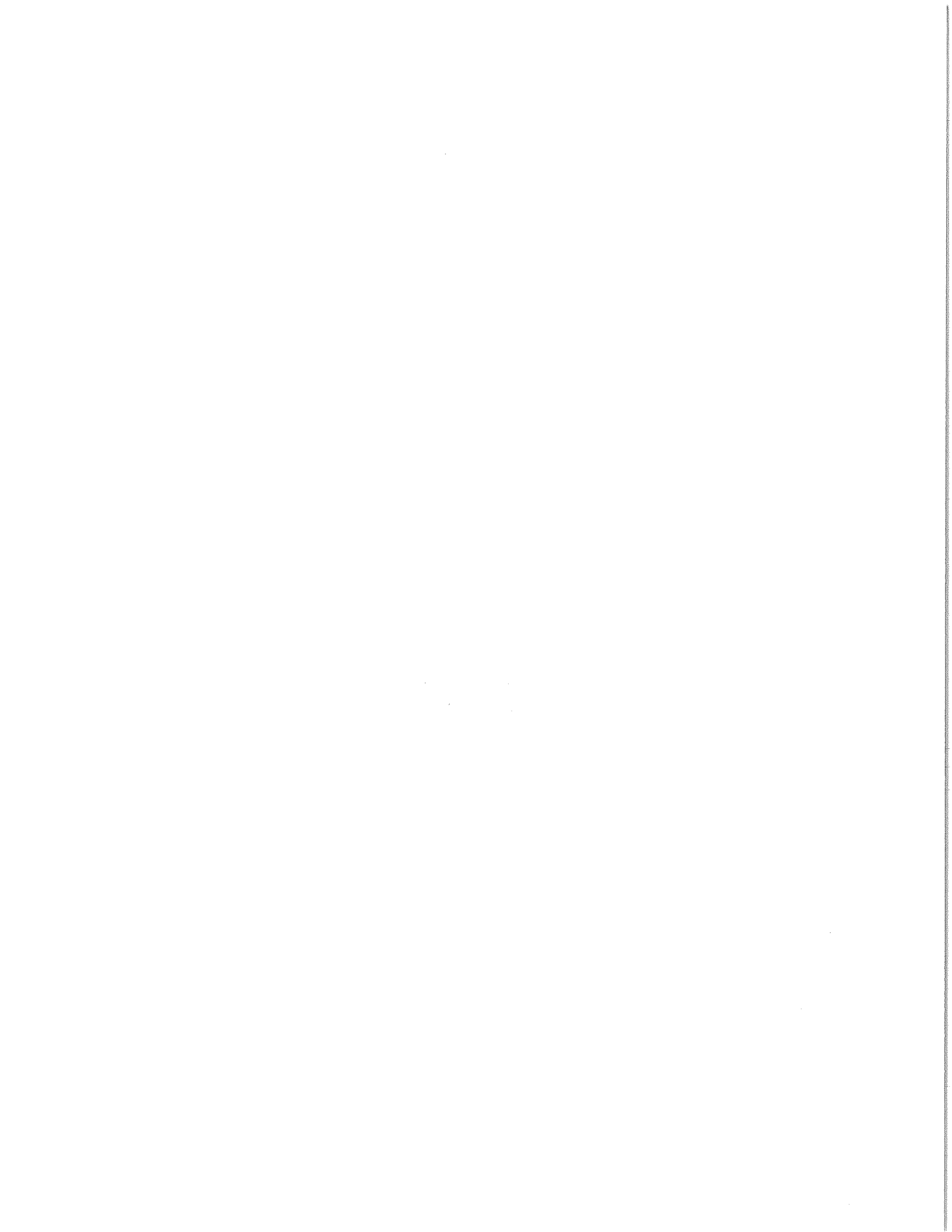
4. Responsibilities. All non-uniformed personnel entering Smith Gym will show proper identification to the gym attendant on duty. In cases where unauthorized personal training is identified by Smith Gym personnel, a verbal warning will be issued to the trainer and participant. Personnel who continue to provide personal training services after a warning is given will have their fitness center privileges revoked.

5. The point of contact for this policy is the Smith Gymnasium Manager at 703-697-2706.



A. M. REGAN

DISTRIBUTION LIST: C



PARTICIPANT AGREEMENT, RELEASE AND ACKNOWLEDGMENT OF RISK

**Cpl Terry L. Smith Fitness Center
Marine Corps Community Services, Henderson Hall**

I, _____, in consideration of the privilege to enter, use, or participate in any manner at the Marine Corps Community Services (MCCS) Cpl Terry L. Smith Fitness Center at Henderson Hall, Joint Base Fort Myers-Henderson Hall, (hereinafter "Fitness Center") intending to be legally bound, do hereby release, indemnify and hold harmless, the U.S. Government, the Department of Defense, the U.S. Marine Corps, and MCCS and its officers, agents, and employees, and all other persons or entities acting in any capacity on their behalf, whether acting officially or otherwise, from any claims, demands, injuries, damages, losses, liability or costs, including attorney fees and expenses associated with or arising out of or related to my use of the Fitness Center.

I further confirm that I understand there are risks to engaging in physical exercise activities in general, and those risk are the same or greater when using the cardio and other exercise machines, weights, and other exercise capabilities provided at the Fitness Center. These risks include, but are by no means limited to, personal injury resulting from slipping on wet floors, tripping on equipment, falling and striking fixed and non-fixed objects, bruises, sprains, broken bones, head trauma, and permanent injury or death by injury or over excursion. By signing below I assume these risks as well as any unknown risk that may arise from my use or participation in activities in the Fitness Center.

For the safety of myself and other patrons, I agree to be solely responsible for the safety and well-being of myself. I agree to comply with all rules imposed by MCCS regarding the use of the Fitness Center and the equipment therein. I agree to conduct myself in a controlled and reasonable manner at all times, and to refrain from using any equipment in a manner inconsistent with its intended design and purpose.

By signing below, I acknowledge that I have carefully read this Participant Agreement, Release and Acknowledgment of Risk. I further understand that should I decline to execute this agreement, I will not be permitted to use or participate in exercise activities in the Fitness Center.

Signature

Printed Name

Date

