



Private Gym, Group Cycling, Power Plate and Total Fitness
 624 North La Cienega Blvd @ Melrose
 West Hollywood, CA 90069
 Main: 310.657.4140/FAX: 310.657.1366
www.trainwesthollywood.com

PERSONAL TRAINER POLICIES AND GUIDELINES

1. Gym Hours:

- a. Monday – Friday: 6am to 9pm
- b. Saturdays: 7am to 3pm
- c. Sundays: 8am to 1pm

2. Gym Fees:

# of Hourly Workouts	Fee Per 1 Hour Workout
Walk –ins and 1-10/week	\$ 15.00
11-20/week	\$ 14.00
20.5 – 35	\$ 13.00
35+	\$ 12.00

3. Workout Logins:

- a. Trainers who consistently train 10+ hours per week (4 consecutive weeks) are considered ‘full-time.’ Otherwise, a trainer is considered a walk-in.
- b. Trainers may use the appointment binder to login and account for their sessions and settle their weekly gym fees by each Friday close of business. Trainers who go ‘in the book’ are required to leave their valid credit card information on file as a deposit. Any delinquent gym fees will be automatically charged against that credit card.
- c. Walk-ins sign in at the Front Desk and pay for each session individually prior to the start of a workout.
- d. Any trainers in the login book who train less than 10 hours weekly are charged the \$15 per session walk-in fee.
- e. Weekly gym fees must be settled by each Friday. This is a strictly enforced policy and failing to do so will result in a \$15 late penalty. It is your responsibility to make sure your account is paid by Friday. If you cannot meet this deadline, as a courtesy, we accept credit card information to be kept on file and automatically charge your gym fees and outstanding tabs every Friday.
- f. Returned checks are assessed a \$15 service charge; and, in the future, all services and fees must be paid in cash or valid credit card.
- g. We gladly accept your clients’ credit cards for payment of your training sessions minus a 5% bank fee.
- h. All training sessions must be logged in (appointment binder for full-time and front desk clipboard for walk-in trainers) prior to each workout – not after or during your session. Logins are reviewed hourly and each non-logged workout will be marked by a ‘blue dot’ and will result in a \$5 penalty. Not logging in any appointments constitutes theft and will result in the revocation of your training privileges and the use of the facility.
- i. For full-time trainers in the appointment binder, training two clients simultaneously count as 1.5 workouts. Walk-ins with 2 clients pay for 2 workout sessions. There are no ½-hour individual weight training sessions allowed. Write in both client names on your sheet in the following manner: ‘client’s name/client’s name.’
- j. If any of your clients come to the gym just to get on a cardio machine, you need not be present. However the client must pay prior to using the equipment or log the cardio session on your sheet; failure to pay or login will result in a ‘blue dot’ or \$5 penalty. Half-hour cardio sessions count for a ½ workout and are charged \$5. An hour cardio session counts for one workout and the charge is \$15. As a warm up or cool down, clients can use the cardio machine for free as part of your paid session.
- k. Personal use of the gym is allowed if you are in the appointment binder i.e. train 10+ hours in the gym per week (a full time trainer.) These requirements also extend to taking 50% discounted classes in our Group Cycling and Studio C/Power Plate classes unless classes are sold out. Private gym hours available for your personal use are between 11am – 5pm only. If you are using the gym for your personal use outside these hours, you will be asked by our staff to stop or charged a workout fee. At all times, clients are always given priority to use equipment even while you are personally working out.
- l. Gym fees still apply regardless if you are training a prospective client gratis. The exception is if the potential client is acquired through a TRAIN West Hollywood promotion (i.e. TRAIN Gift Certificate.)
- m. Completed paperwork in this trainer pack is required before using the facility. Please provide a current email address and cell number for gym communications. Attach any supporting documents such as certifications and insurance to this form and return your signed original. Make and keep copies of these documents for your reference.

4. Tabs

With a valid credit card on file, trainers and clients can open a tab at the Front Desk for food or beverages. Outstanding tabs will be automatically added to trainer’s weekly dues and are invoiced weekly by email.

5. Incentives – Following are incentives available to all current trainers:
 - a. Receive 1 hour of free gym time for every personal training client that buys an initial class series.
 - b. Receive 1 hour of free gym time for referring a new personal trainer into the gym if the new trainer trains 1-10 hours/week; 2 hours credit for 11-20 hours and 3 hours credit for 20+ hours/week. Hours are based on an average of the new trainer's first 4-week period.
 - c. You can be listed for free with your bio, credentials and picture in the TRAIN West Hollywood website and other social media presences. There is a \$25 monthly fee to be listed if you are not currently training any clients at TRAIN.
6. Standards of Conduct
 - a. No clients or trainers are allowed behind the Front Desk.
 - b. Personal belongings should be stored in the locker rooms or designated stowage areas and not littered on the gym floor.
 - c. The gym phone is limited for staff use and TRAIN West Hollywood business only.
 - d. Food should be consumed in private offices or outside in the courtyard. Beverages should be in capped containers.
 - e. It is your responsibility (and not your clients') to clean and pick up after yourselves. Return all equipment and accessories to their proper location at the time you complete your sets. Please encourage the use of towels to wipe surfaces clean after each use. For your client's convenience, complimentary large and small towels are available with a \$1 deposit. Take pride in the gym and do your best to keep it safe and tidy for yourself, others and your clients.
 - f. We are a dog-friendly gym but dogs are to be left outside tied down in the courtyard. You will be asked to leave your dog at home if your dog proves to be a problem.
 - g. Proper gym attire is required for trainers and their clients during training sessions. No sandals or other open-toed footwear is permitted while training on the gym floor.
 - h. Messages and mail will be kept at the Front Desk for you so please check daily. You are responsible for keeping your contact information current with the Front Desk. Please make sure your clients know how to reach you as the Front Desk will not divulge home numbers.
 - i. Please do not abuse or misuse any gym equipment, fixtures, mirrors or other property. If a piece of equipment is in need of repair or cleaning, please alert the Front Desk immediately.
 - j. Please pay particular attention to all the mirrors when working out near them or returning equipment stored near any mirrors. In addition, please do not use the walls or mirrors as resting places for your feet.
 - k. Please keep aisle ways through the gym clear of equipment and accessories and do not use walkways as workout areas.
 - l. Air conditioning will be activated if there is general consensus from the floor. A variety of upbeat, motivating music at moderate levels is typically played at the gym and the Front Desk staff is amenable to reasonable requests.
 - m. Be respectful and considerate of all clients, trainers, instructors and staff. Do your part in keeping the atmosphere professional, friendly and a fun place to workout. You may be asked to leave the gym and barred from training clients should you exhibit chronic misconduct.
 - n. To maintain high standards of professionalism, we highly encourage all trainers to be CPR-trained and maintain current professional certification and insurance coverage.

I understand and accept the above stated policies and guidelines for TRAIN West Hollywood. Non-conformance will result in my not being permitted to use this facility.

I agree to indemnify TRAIN West Hollywood and hold it harmless against any and all claims, actions, demands, damages or liabilities, including but not limited to attorney's fees and costs, arising from TRAIN West Hollywood's breach of this Agreement or any injuries to my Clients resulting from rendering of my Services on TRAIN West Hollywood's premises.

I agree to maintain in full force and effect at all times while this Agreement is in effect appropriate liability insurance (which will be no less than one million dollars (US \$1,000,000.00) on a per occurrence basis) and/or errors and omissions insurance covering his or her acts or omissions when renting the facilities of TRAIN. I will submit a certificate showing such policy with TRAIN West Hollywood listed as the additional insured. I agree that upon the submission of a claim by my client, I shall be deemed the primary insured party and such relief will be sought through my underwriter. Compliance herewith in no way limits my indemnity obligations except to the extent that my insurance company actually pays TRAIN West Hollywood amounts which I would otherwise pay TRAIN West Hollywood.

SIGNATURE

DATE

PRINT NAME

SSN/Fed ID #

Please attach any supporting documents. Certifications (with expiration)

CPR _____ ACE _____ AFAA _____ NASM _____ Other _____ INSURANCE _____
Valid Credit Card Information/Circle One: VISA MC Am Ex
Credit Card #: _____ Exp: _____

Policies are subject to change.