

Fitness Centre Access

The Fitness Centre at Victoria Avenue East Campus is open with certain limitations in place to ensure the health and safety of the college community:

- Fitness Centre users **must** wear face masks while exercising in the centre.
- Three people will be permitted in the Fitness Centre at one time.
- Staff and students wishing to use the facility **MUST** pre-book their time.
- Sessions are limited to one-hour per person per day.
- The Centre will be open Monday to Friday from 6 a.m. to 10 p.m.
- Patrons are required to use the hand sanitizer stations at the entrance to the facility and practice physical distancing with anyone else in the facility.
- Patrons must wipe equipment before and after use with provided disinfecting supplies.
- The Fitness Centre is not open on statutory holidays or weekends.

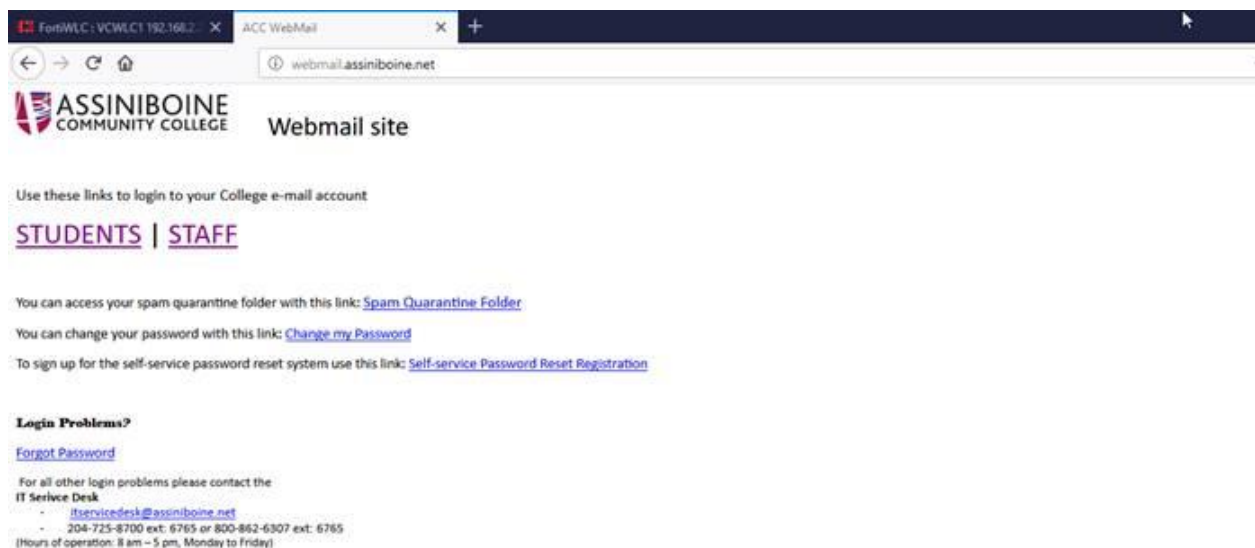
Those at increased risk may consider waiting to return to the Fitness Centre.

Booking

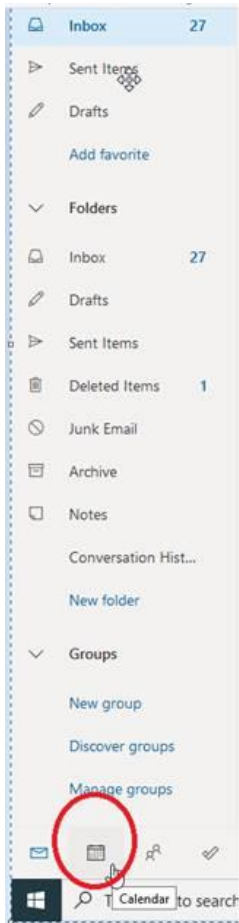
- Students can book a session at the Fitness Center through their Outlook Calendar, see instructions below.
- When booking your session at the Fitness Centre, please be mindful to share “popular” times. Booking will be based on the honour system and is available on a trial basis.

Booking Instructions for Students

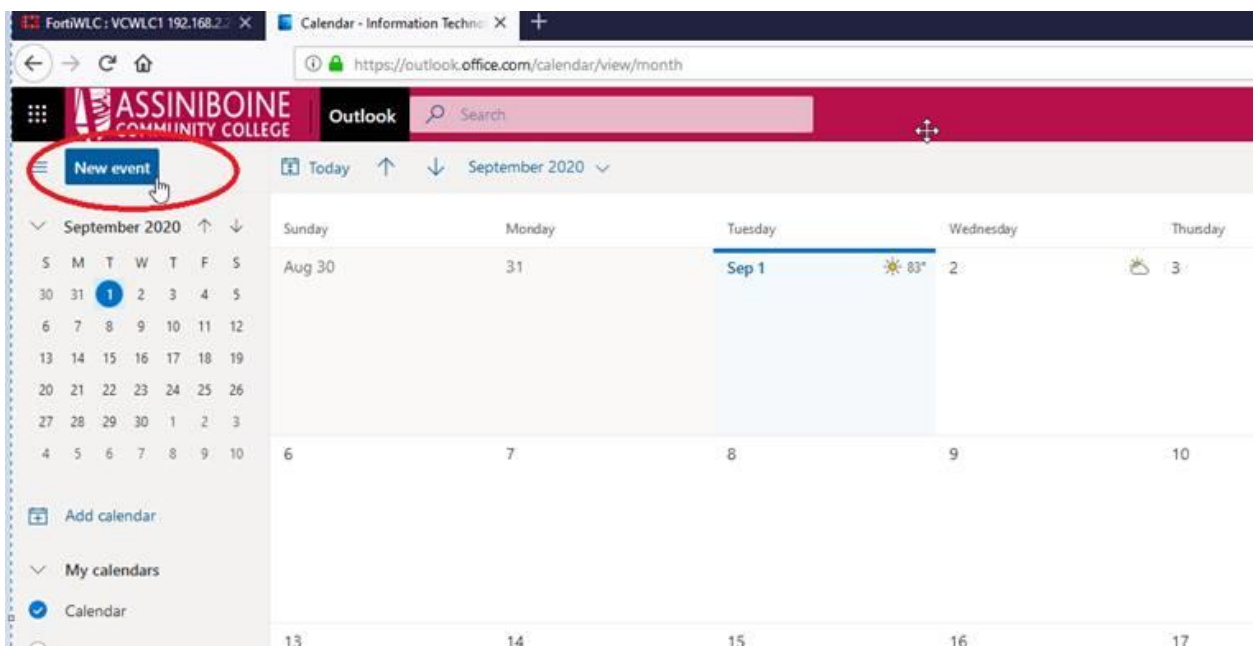
1. Students access their **webmail** (<https://webmail.assini-boine.net>), select students, log into their email.



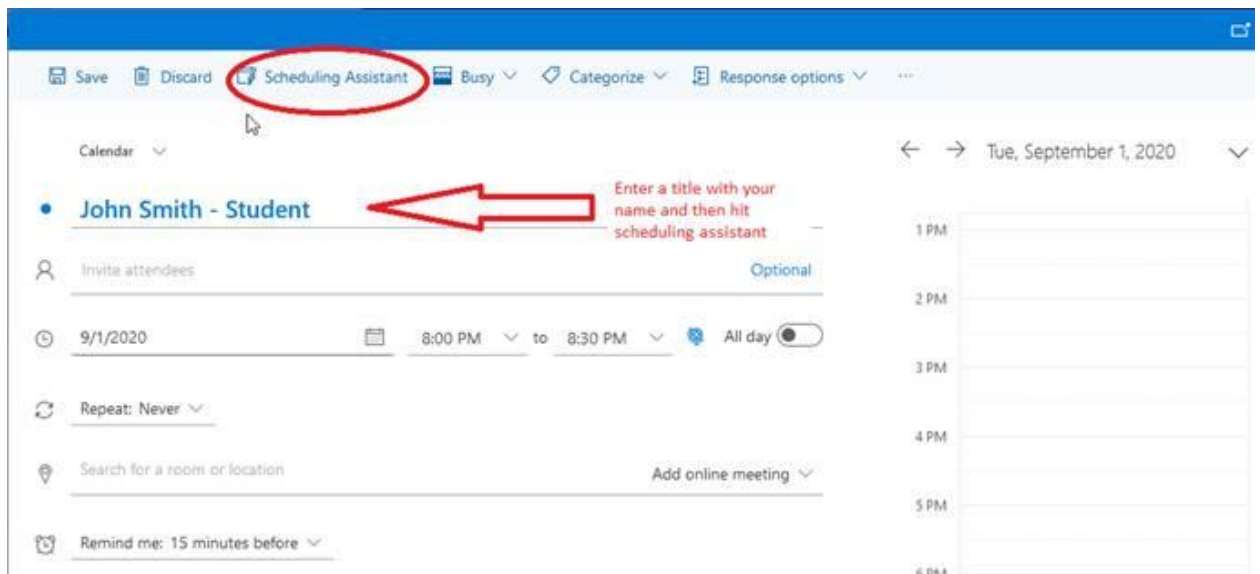
2. Click on the **calendar icon**.



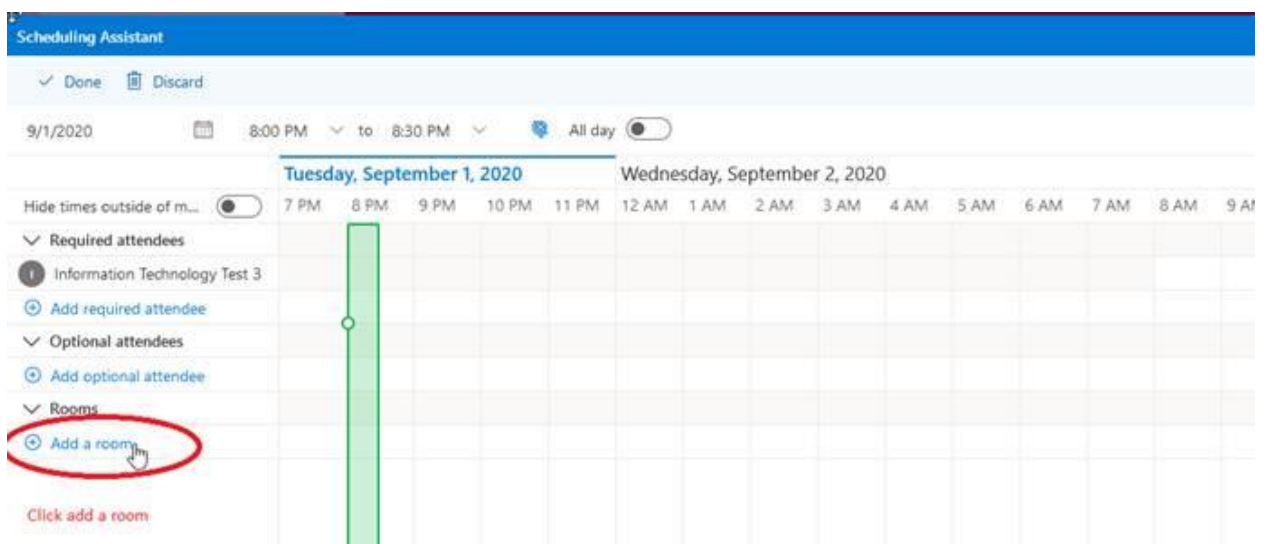
3. Create a **new event**



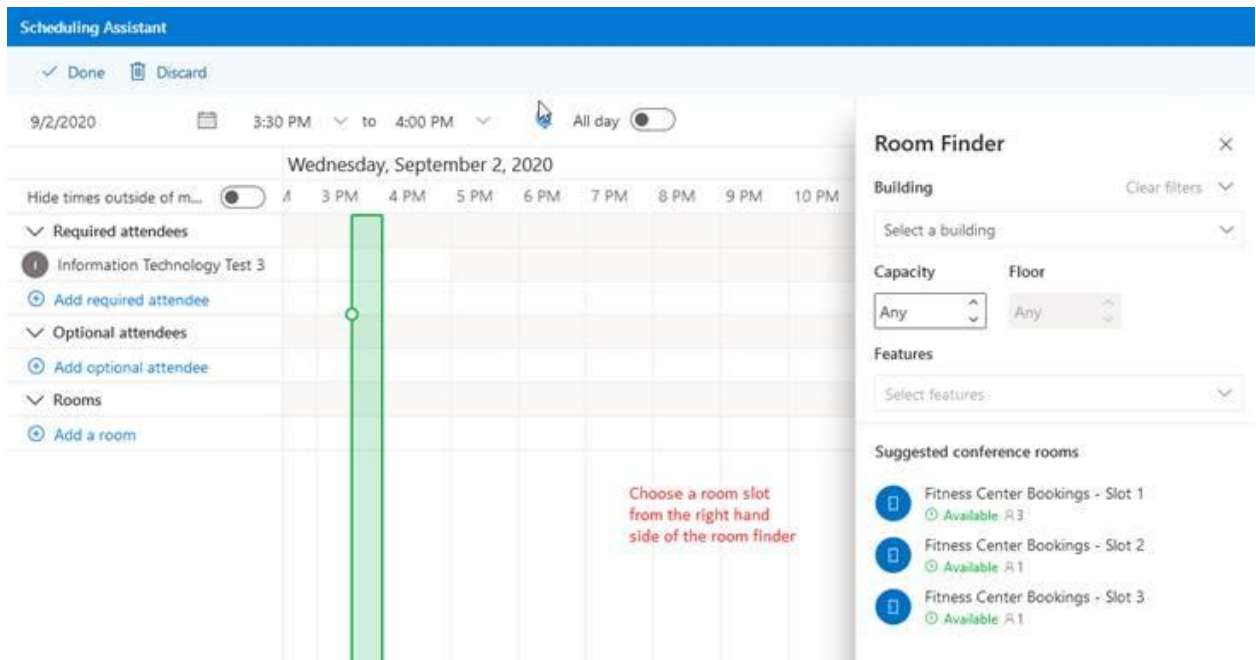
4. Enter the title of their event in the following format: FullName_FitnessBooking, and then click the **scheduling assistant**.



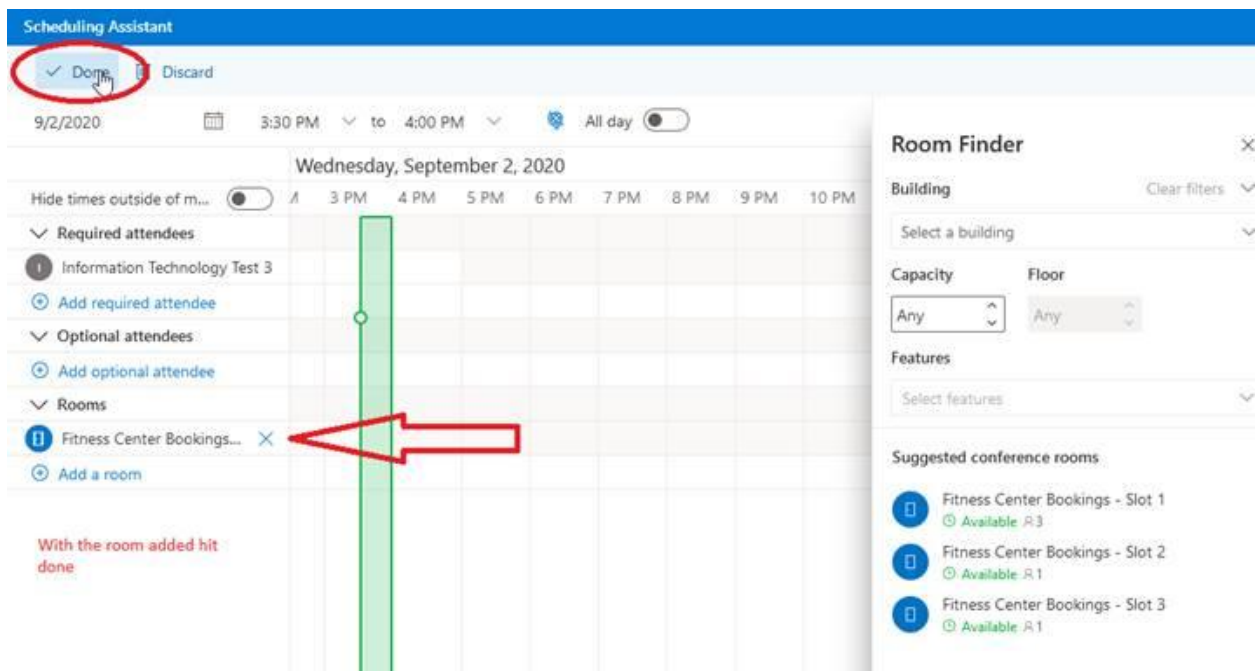
5. Click on **Add a room** from the scheduling assistant, which will open the room finder



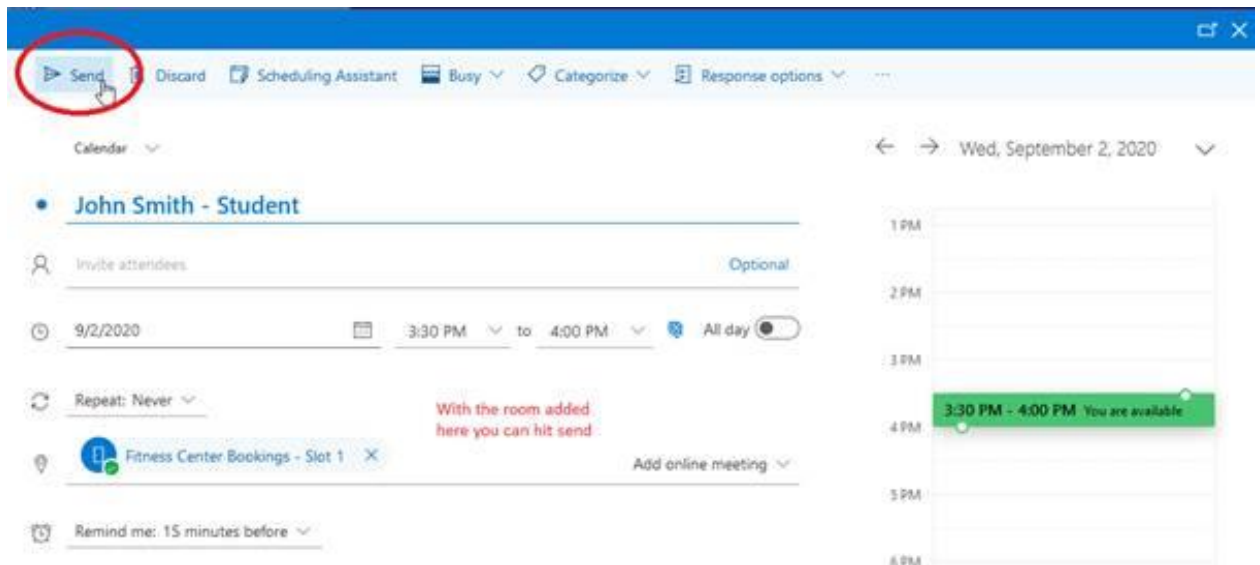
6. Select the **fitness center bookings**.
7. Select the **time slot** that is open for the time you want to book.



- Click **done** once the room is added.



- Click **Send** after confirming the room was added.



9. **Await** the confirmation or rejection of your booking via an email to your inbox.

