

Date: [Insert Date]

To: All Residents/Members

Subject: Notice Regarding After-Hours Use of the Fitness Center

Dear Residents/Members,

This letter serves as a formal notice regarding the rules and procedures for using the fitness center outside of staffed operating hours. To ensure the safety of all members and the security of the facility, please adhere to the following guidelines:

- **Access:** After-hours access is granted only to authorized individuals using their assigned [key card/fob/access code]. Do not allow non-members or guests to enter the facility with you.
- **Safety:** Users are advised that there is no staff on duty during after-hours. It is highly recommended to exercise with a partner or notify someone of your location.
- **Emergency Procedures:** In the event of an emergency, please use the emergency phone located [Insert Location] or dial 911. The first aid kit is located at [Insert Location].
- **Conduct:** Please keep noise levels to a minimum, return all weights to their racks, and wipe down equipment after use.
- **Surveillance:** For your protection, the fitness center is under 24-hour video surveillance.

Please note that after-hours access is a privilege. Failure to follow these rules or any misuse of the facility may result in the immediate suspension of your fitness center privileges.

If you have any questions regarding these policies, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Management]
[Organization Name]