

[Date]

To: All Members/Residents

From: [Management Name/Building Administration]

Subject: Update to Fitness Center Usage Rules and Hours of Operation

Dear Member,

We are writing to inform you of upcoming changes to our fitness center policies and operating hours. These updates are designed to ensure a safe, clean, and enjoyable environment for all users. These changes will take effect on [Effective Date].

**New Hours of Operation:**

- Monday - Friday: [Start Time] to [End Time]
- Saturday - Sunday: [Start Time] to [End Time]
- Holidays: [Start Time] to [End Time] / [Closed]

**Updated Usage Rules:**

- **Access:** Please use your [Key Fob/Membership Card] to enter. Tailgating or allowing non-members access is strictly prohibited.
- **Equipment Hygiene:** All users must wipe down equipment with the provided sanitizing wipes immediately after use.
- **Time Limits:** During peak hours, please limit use of cardio machines to [Number] minutes.
- **Attire:** Proper athletic footwear and clothing are required at all times.
- **Personal Belongings:** Please use the provided lockers. Management is not responsible for lost or stolen items.
- **Age Requirement:** Users under the age of [Age] must be accompanied by an adult.

We appreciate your cooperation in maintaining a high-quality facility for our community. If you have any questions regarding these updates, please contact [Department/Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Title/Position]

[Fitness Center/Company Name]