



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

JUL 20 2013

OFFICE OF THE COMMANDER

MEMORANDUM FOR ALL FITNESS CENTER PATRONS

SUBJECT: Joint Base Langley Eustis Fitness Center Guest Policy

1. We are committed to supporting the Air Force's "Fit to Fight" initiative. Our fitness facilities provide state-of-the-art equipment and outstanding fitness programs for an average of over 60,000 patrons each month.
2. In order to alleviate facility congestion, reduce the financial impact of maintenance, housekeeping costs, and allow Joint Base Langley-Eustis patrons to fully benefit from their time in the fitness center, the following guest policy is in effect:
 - a. Active duty, Guard, and Reserve personnel can sign in one guest per visit. No other patrons are permitted to sign in guests. The sponsors and their guests must show a picture I.D. card to the Fitness Center staff members at the entrance desk upon entry.
 - b. Sponsors are accountable for the conduct of their guests and must accompany their guests at all times while in the facility. Sponsors cannot leave their guest unattended nor can individuals sign in guests that they do not personally know.
 - c. Any sponsor or guest violating fitness center rules and/or displaying conduct deemed inappropriate by the Fitness Center staff will be asked to leave the facility and the sponsor's chain of command will be notified.
3. The Shellbank Indoor Pool is open to all authorized Fitness Center patrons. The sponsors and their guest will abide by the rules listed above.
4. If you have any questions, please contact Mr. John Hickok at 225-8165.

A handwritten signature in black ink, appearing to read "John J. Allen, Jr.", is positioned above the typed name.

JOHN J. ALLEN, JR., Colonel, USAF
Commander