
Kelchner Fitness Center

Official Reservation Policy

Updated 9/11/2009

- **Reservations must be made at least 48 hours in advance.** Kelchner Fitness Center will not take reservations after that time. The courts, racquetball courts and group fitness room will be available on a first come first serve basis when not reserved.
- Students, organizations, individuals, and groups can make reservations for up to one hour at a time. No more than two reservations can be made at a time with the front desk. If a reservation is long term and will go longer than one or two times, a reservation request must be made via the Kelchner Fitness Center Director at aletts@mansfield.edu.
- Special exceptions to the time limits and reservation limit can be requested via the Kelchner Fitness Center Director at aletts@mansfield.edu.
- Fitness Center events and programming has priority in all cases. Reservations may be cancelled due to Fitness center programming such as intramurals, group fitness classes, or other events.
- When special set-ups are required such as volleyball, badminton etc. It is advised that the group requesting the special set-up call the fitness center front desk ½ an hour before their reserved time to ensure that the set-up will be prepared. Our system allows us to reserve things, but does not let us know when to set up courts.
- During peak usage or busy times the Fitness Center reserves the right to limit court times to ½ hour.