

THE Fitness Center
AT BOCA WEST

Standing Appointments
2026-2027 Season

PERSONAL TRAINING & PRIVATE PILATES

Our Standing Appointment request process will be available starting **August 3** on the Boca West Website. Members will have access to prepare and save a draft of their request to be submitted on the corresponding dates below.

We will accept Standing Appointment requests **via website only**.
Personal Training requests will be accepted starting on **August 12** at **8AM**
Private Pilates requests will be accepted starting on **August 13** at **8AM**

www.bocawestcc.org / fitness@bocawestcc.org

General Instructions & Information

Submission Guidelines

- Standing Appointment Requests will be accepted starting on August 13 for Private Pilates and August 12 for Personal Training at **8AM** and must be submitted **exclusively through the Boca West website.**
  - Please refer to the **step-by-step instructions** for help submitting your request.
- Requests submitted through any other method (email, phone, in-person) will not be accepted.

Confirmation & Communication

- Once your request has been submitted, you'll automatically receive an email confirming the system has received your request
- Once your Standing Appointment request has been processed, you will receive an email confirmation including your itinerary and confirmation instructions.

Request Processing

- Requests are reviewed to confirm we have the completed and necessary information, including all required paperwork.
- **Appointments are scheduled in the order requests are received.**
- To improve your chances of securing a Standing Appointment, please include multiple options for:
  - Preferred days
  - Preferred times
  - Preferred trainers

*(Note: Submitting a request does **not guarantee** an appointment with any specific trainer, day, or time.)*

Booking During the Season **(November 1 - May 31)**

- If you choose *not* to submit a standing appointment request:
  - You may book up to **two months in advance** for **Personal Training** & **one month in advance** for **Private Pilates** using standard booking methods.

General Instructions & Information

Scheduling Considerations

- Please note that **special events during the season** may impact appointment availability and will not be booked.

Modifications & Cancellations

- All cancellations or appointment changes must be made **through the Fitness Reception Desk**.
  - It is the **member's responsibility** to manage bookings and cancellations.
  - Your appointment is time reserved exclusively for you and your trainer, therefore, cancellations made within **24 hours** of the appointment will be charged a cancellation fee; no exceptions.
  - **Excessive cancellations** may cause participants to lose their current appointments and the ability to book Standing Appointments in the future.
- If your requested trainer, day or time is unavailable you may opt to be placed on a **waiting list.**

Our Providers: What to Expect

- Our team will customize services to meet your individual goals and needs.
- **All private sessions begin and end on time**.
  - To ensure fairness, sessions will not be extended for late arrivals.
- Providers are often booked back-to-back, so punctuality is important.
- You are encouraged to **communicate your preferences and comfort level** with your provider at any time.
- We recommend a brief cardiovascular warm-up prior to your session.

Required Forms

- These forms are mandatory annually and you will be unable to start your services until these forms are signed and completed.
  - **Health History Questionnaire**
  - **Liability Waiver**
  - **Agreement & Policy Form**

THE Fitness Center

Fitness & Facility Waiver of Liability 2026/2027

In order to use the facilities and equipment located in the Lifestyle Center at Boca West Country Club (hereinafter referred to as the "Fitness Center"), I hereby certify as follows:

_____ I hereby understand and acknowledge that the use of equipment and facilities along with all private training, events and off-site programs offered by the Fitness Center at Boca West Country Club may expose me to many inherent risks, including accidents, injury, illness, or even death.

_____ I assume all risk of injuries associated with participation including, but not limited to, falls, contact with other participants, the effects of extreme cold, high heat and/or humidity, and all other such risks being known and appreciated by me.

_____ I hereby acknowledge my responsibility in communicating any physical and psychological concerns that might conflict with participation in any activity prior to participating in such activity.

_____ I acknowledge that I am physically fit and mentally capable of performing the physical activity I choose to participate in.

After having read this waiver and knowing these facts, I agree, for myself and anyone entitled to act on my behalf, to FOREVER HOLD HARMLESS, WAIVE AND RELEASE Boca West Country Club, Inc., its officers, directors, agents, employees, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind, whether caused by the active or passive negligence of Boca West Country Club, Inc. or otherwise, to the fullest extent permitted by law, arising out of the use of any and all equipment and facilities, including my participation in any activities, programs and/or events. By my signature I indicate that I have read and understand this Waiver of Liability. I am aware that this is a waiver and a release of liability and I voluntarily agree to its terms.

Member Name: _____ Member Number: _____

Member Signature: _____ Date: _____

In case of emergency, contact: _____ Phone: _____

(Parent's signature if under 18 years of age) I represent that I have legal capacity and authorize to act on behalf of the minor named herein.

Parent/Guardian Name: _____ Member Number: _____

Parent/Guardian Signature: _____ Date: _____

In case of emergency, contact: _____ Phone: _____

THE Fitness Center

FITNESS AGREEMENT & POLICY 2026/2027

Please read the following list carefully before signing below. If you have any questions, please contact the Fitness Department at 561-488-6944 or email fitness@bocawestcc.org

- ✓ It is required to have a current **Health History Questionnaire** (expires yearly) & **Liability Waiver** on file prior to the participants' first service.

- ✓ Boca West Country Club has the right to revoke a member or guest's appointments at any time.

- ✓ There is no guarantee that the same provider will remain employed at Boca West Country Club. In this circumstance, we will reschedule based on provider availability.

- ✓ **Discounted packages** (series/ specials) **cannot be refunded** and are not interchangeable. For example, if you purchase a series of Duet Pilates Trainings, it can only be used for a Duet Pilates Training session, not a Private Pilates Training.

- ✓ For **Partner Training & Duet/ Trio Pilates Training**: If one participant cancels from the training, the remaining participant(s) will automatically be rescheduled for a private training and would be charged at the private training rate.

- ✓ All training sessions are time reserved, including you and the service provider. These **do not include exclusive use of equipment or a specific location**.

- ✓ Any changes regarding your schedule must be made through the Fitness Reception Staff only.

- ✓ **Semi-Private Pilates Training**: It is required that you take the 'Intro to Pilates' before entering Level 1, 2, or 3 semi-private training. If you wish to adjust your level (Ex. moving from Level 2 to Level 3), it is required to take the 'Level Transition' semi-private training. Level transitions are confirmed annually.

- ✓ Any appointment that is **cancelled within 24 hours of service**, or if participant fails to show up for the appointment, will result in the following:
  - Private/ Partner Personal Training & Private/ Duet/ Trio Pilates Training: **$50 fee** for 55-minute sessions & **$25 fee** for 25-minute sessions.
  - Semi-Private Group Trainings: **$25 fee**.

- ✓ **Standing Appointments/Summer Bookings**:
  - Standing Appointments are valid from November 1 – May 31 & Summer Bookings are valid from June 1 – October 31 only.
  - Privileges apply only to Boca West Country Club members.
  - **Standing Appointments/ Summer Bookings are not guaranteed** due to the following restrictions: Employee vacations, illness, family emergency, special events, etc.
  - Excessive cancellations and changes to your schedule may result in losing your Standing Appointment/ Summer Bookings, and the ability to book in the future.

By signing below, you acknowledge you are aware of the policies and procedures. You have fully read and agree to the above advisories. If you have questions or concerns, please discuss them with Fitness Staff or Lifestyle & Wellness management. It is your responsibility to notify the Fitness Center of any changes in your health, medications, etc. For safety purposes, instruction may be suspended or changed based on a member's or guests health status.

Member Name: _____ Member Number: _____

Member Signature: _____ Date: _____