



# Healthy Incentives

## Reserving the Chinook Exercise Room

The Group Exercise Room accommodates up to 18 people for group classes such as yoga, Pilates, Tai Chi, etc. It is not appropriate for step aerobics or other “high bounce” activities because of its low ceiling height. It is also not approved for Martial Arts type physical contact activities for safety reasons.

You may bring personal items with you, such as a yoga mat or CD player, but don't leave them in the room unless you intend them to be available for all employees.

Reservations are made according to the following schedule:

Reservation opens on this date	For these months
December 1	January through March
March 1	April through June
June 1	July through September
September 1	October through December

Priority will be given to free classes open to all employees, then instructor-paid classes open to all employees, then private classes, then individuals. A schedule will be posted outside the Group Exercise Room. When the room is not reserved, it is available on a first come, first served basis. If you cannot use the room for your reserved time, please cancel the meeting. This will free up the room for someone else to use.

If you have an instructor for your class, remember you'll need to escort your instructor to the Group Exercise Room. Security badges will not be made available for instructors.

If you have any questions about reserving the Group Exercise Room, please email [Activity.Center@kingcounty.gov](mailto:Activity.Center@kingcounty.gov).

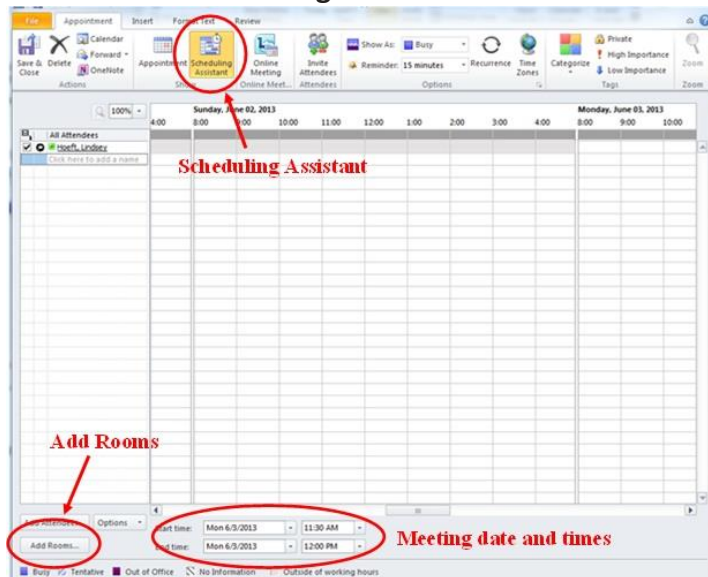
## Reserve the Chinook Building Group Exercise Room using Outlook 2010:

1. In *Outlook Calendar* on the **Home** menu, click on '**New Appointment**'.
2. Add the **class name** in the **Subject line** and **class details** for participants in the **body of the reservation request**.

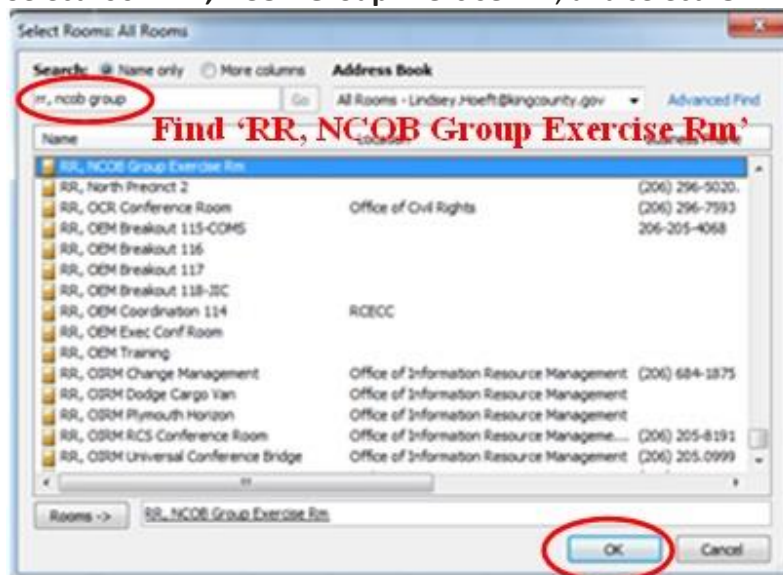


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3. Next click on 'Scheduling Assistant.'



4. Adjust the **meeting start and end time**. If you are scheduling a **reoccurring class**, set the meeting start and end time for the first class, and then click on the '**reoccurrence**' button under the **Options** menu to set the correct dates.
5. Click '**Add Rooms.**'
6. Select room **RR, NCOB Group Exercise Rm**, and select '**OK.**'



7. Use the scroll bars to view the Exercise Room schedule.
8. Click **Send** to request the room reservation.

**Cancel an instance of a recurring meeting:**



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1. In **Calendar**, open the instance of the recurring meeting.
2. In the **Open Recurring Item** dialog box, click **Open this occurrence**, and then click **OK**.
3. On the **Actions** menu, click **Cancel Meeting**. (If **Cancel Meeting** is not on the **Actions** menu, you are not the meeting organizer, and you can't cancel the meeting.)
4. In the **Confirm Delete** dialog box, click **Delete this occurrence**.
5. On the **Standard** toolbar, click **Send Update** to make sure all of your teammates are informed of the changes. This will also send the cancellation request to the Group Exercise Room and free up the time for someone else to use.