



### Where are the Wellness Rooms located?

There are two Wellness Rooms located in the Resource Center. One on the East side of the building, and the other on the West side.

### How long can I reserve a Wellness Room for?

Rooms can be reserved for up to 1 hour in duration. Please only request time needed to allow accessibility for other employees.

### How do I reserve a Wellness Room?

Wellness Rooms are available to all Resource Center employees. Employees that need to reserve time can do so via an Outlook meeting invite.

1. Go to your Athletico Microsoft Outlook
2. Under 'New Items', select 'Meeting'
3. In the recipient (To) box, search 'Wellness Room'
4. There are two rooms to select from:
  - Wellness Room – East
  - Wellness Room – West
5. Select 'Room Finder' or see 'Scheduling Assisting' for 'suggested times' (visible in the bottom right corner) to view the room's availability.  
*\*Suggested times will not be available for reoccurring meetings.*
6. Enter the Start & End time, then select 'Send'.
7. The Organizer will review your request. You will receive a confirmation email once the request is approved.

### What is expected of me when I use a Wellness Room?

- ✓ Please keep the room clean and left in the same condition it was found.
- ✓ Follow all normal disinfectant protocols.
- ✓ Please take all personal belongings, including breastmilk, after use of the room.
- ✓ Please do not store food or drinks in the fridge. This is reserved for breastmilk only.

### Who should I contact with questions?

Contact your HR Business Partner or reach out to [Benefits@Athletico.com](mailto:Benefits@Athletico.com).