



# PERSONAL TRAINING CLIENT AGREEMENT

Updated Jan. 16, 13

Date \_\_\_\_\_ Trainer \_\_\_\_\_

1. All clients must be valid affiliates of University Recreation.
2. Interested clients must complete a *Health and Medical History* questionnaire, an *Agreement and Release of Liability*, *Informed Consent*, and if necessary a *Physician's Medical Clearance* form prior to beginning training sessions.
3. Patrons will be matched with trainers according to training goals, special needs, schedule and if possible, personal preference.
4. Payment will be made in advance, at the Foy Center. A receipt will be issued upon payment. All payments are nonrefundable. For prices, visit our website, see the Personal Training Brochure, or inquire at the front desk of the Foy Center.
5. A confidential file will be kept for all clients, maintaining the *Health and Medical History*, *Agreement and Release of Liability*, *Physician's Medical Clearance*, training records, and any other information as necessary.
6. Scheduling will be coordinated with the trainer, and tracked in writing for record keeping purposes.
7. Cancellations not made in advance (2 hours prior to appointment time) will result in a charge of 1/2 session. No shows will be charged for a full session. For cancellations, please call your trainer or the Foy Center at 221-7564.
8. Any questions, comments, or concerns should be directed to the trainer, Fitness Graduate Assistant, or Fitness Coordinator as deemed appropriate by the client.  
Personal Fitness Graduate Assistant: Kaci Kleeman, [kleemank@apsu.edu](mailto:kleemank@apsu.edu)  
Assistant Director of Services/Fitness Coordinator: Lauren Wilkinson, [wilkinsonl@apsu.edu](mailto:wilkinsonl@apsu.edu)
9. Clients must wear appropriate and comfortable exercise attire, including a shirt, closed-toe tennis or athletic shoes. Drew Simmons Fitness Center dress code must be followed.
10. Clients are encouraged to complete an evaluation form about their trainer. These forms can be acquired from the trainer or a fitness assistant. Completed evaluations can be turned in at the service desk.
11. Clients understand that a University Recreation staff member may periodically observe personal training sessions for evaluation purposes.
12. Children are not permitted to sit in on personal training sessions. See the Foy Fitness Center policy on children in the facility.

\_\_\_\_\_  
Client Name (Printed)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Email