



City of New Hope
Fitness Room Use Policy

Introduction

The exercise facility is intended for the use of City employees in order to encourage health and fitness. This facility is available to all regular full-time and regular part-time staff and those approved by the city manager.


Policy

The City exercise facilities are available for use subject to the following guidelines.

- Absolutely NO friends, family members, seasonal employees, or other persons are allowed in the exercise facility.
- Before using any exercise facility equipment you must be properly trained on its proper use and an *Informed Consent Receipt* **must** be signed and on file in Human Resources before using the facility.
- Exercise facility equipment must be used responsibly to minimize the risk of personal injury or damage to equipment.
- No "street" footwear. Only athletic shoes that are not used outside are allowed in the fitness room.
- Use appropriate safety precautions at all times (e.g. proper technique, support belt, a spotter, etc.).
- Equipment is available on a "first come, first served" basis for increments of 30 minutes per machine; no equipment can be reserved.
- Replace all equipment and weights when finished exercising.
- Keep all equipment clean by wiping it down with the provided wipes after use.
- No new or additional equipment may be brought into the room and left without the express authorization of the city manager.
- Lockers are provided as temporary storage for personal items during workout sessions only. Lockers may not be procured for longer periods of time and are available on a "first come, first served" basis. Locks may be used as long as they are removed at the end of the workout session. The City reserves the right to remove any locks and/or items kept in lockers after your workout session.
- Personal hygiene items (e.g. shampoo, soap, razors, etc.) cannot be left in the locker room/shower area. Remove after use.
- Keep volume of electronics at a reasonable level. If others are present, please use earbuds/headphones for audio streaming. Turn off electronics when finished.
- Please notify HR of any maintenance needs or equipment issues immediately.

Failure to follow the above guidelines may result in disciplinary action and/or loss of privilege to use the facilities.

Approved July 29, 2019:


Kirk McDonald, City Manager

FITNESS ROOM INFORMED CONSENT RECEIPT

I understand and agree to abide by all of the rules associated with using the exercise facility. I have been provided basic instruction on how to safely operate the equipment.

I have been encouraged to discuss my exercise intentions and my physical condition with my personal physician and all of my medical questions have been answered to my satisfaction by my physician. I believe I have adequate knowledge upon which to base an informed decision to use the exercise facility equipment.

I agree to hold harmless the City of New Hope and its employees for any accident or injury which may occur as a result of using the exercise facility.

Name of Employee: _____
(Please print)

Employee Signature: _____

Date: _____