

## COLUMBUS COUNTY FITNESS CENTER ORIENTATION FORM

### **Policy Statement:**

It is the policy of the County of Columbus to promote employee health and wellness while encouraging members to engage in fitness center activities and events in a safe environment. Accordingly, in addition to encouraging employee participation, the county has adopted this policy as well as authorized fitness center rules and standards of conduct designed to provide a safe environment for everyone.

### **Standards of Conduct:**

Participation in the county health and wellness program is a privilege. All county employees who participate in fitness center activities are expected to:

- Treat co-workers and equipment with respect and respond appropriately to all reasonable staff requests.
- Act with courtesy while respecting the rights, welfare and dignity of others in the fitness center.
- Abide by all relevant county policies, the general facility rules of the fitness center, and all relevant state and federal laws.
- Act in a safe, responsible manner in regards to themselves and others in the fitness center.

The county maintains the authority to revoke an employee's privileges temporarily or permanently for violating the standards of conduct, fitness center rules, or for violating any state or federal law. Employees may also be subject to disciplinary action. Employees may be subject to temporary or permanent loss of use privileges for the following misconduct:

- Physical or verbal abuse, threats, intimidation, harassment, hazing, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Unauthorized use or sharing of fitness center access cards, theft, or damage to county equipment.
- Disorderly or lewd conduct including disorder associated with alcohol or controlled substances.
- Recording or posting images of fitness center activities either by photograph, video or digitally without prior approval.
- Use of alcoholic beverages or illegal substances.

### **Fitness Center Rules:**

- **In case of emergency, employees should call 911.**
- Operating hours of the Fitness Center is 5:00 a.m. to 10:00 p.m., seven days per week. Entrance is through the Emergency Services office entrance on Columbus St.
- For safety and security, employees are encouraged not to use the fitness center alone. This is especially important at night and early morning hours.
- The use of tobacco products, smoking, or alcoholic beverages is prohibited.
- Food or drinks (except hydration bottles) are not allowed in the fitness center activity areas.
- Athletic shoes that cover and protect your feet must be worn. No sandals. Equipment bags should not interfere with or block the use of equipment in the workout area.
- Employees using the Fitness Center should utilize the county parking spaces located on Columbus St.
- Spotters are recommended for safety when utilizing free weights like barbells, dumbbells and weight plates. Re-rack weights and replace all equipment when finished. Please do not drop weights or dumbbells on the fitness center flooring.
- Access to the Fitness Center equipment is on a first come, first serve basis. The amount of equipment is limited and employees are asked to limit their use on the exercise equipment when others are waiting to use it.
- Employees are responsible for leaving the area clean, ensuring all of the doors to the Fitness Center are secured before exiting the facility.
- Any maintenance issues and/or problems with equipment should be reported to the Facilities Supervisor.
- Employees must supply their own towels. Lockers are not available.

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**Acknowledgement and Release:**

I request authorization to use the Columbus County Employee Fitness Center (Gym). I acknowledge that my use of the Gym is expressly conditioned on my agreement to each of the terms in this document. I acknowledge and agree as follows:

1. Use of the Gym involves physical exercise, sport, wellness, and recreational activities that may cause injury. I understand that there is an inherent risk of injury when choosing to participate in any physical exercise, sport, wellness, and/or recreational activities. SAFETY FIRST! Contact your health care provider prior to using the facility for advice on the types of exercises that are appropriate for you. Also contact your health care provider for advice on when to return to exercise following any injury or illness. Start out slowly and increase workout time and intensity gradually. Make sure to include a proper warm-up and cool-down into your workout routine.
2. County employees are required to complete the fitness center orientation form prior to being authorized to use the fitness center. Only employees of Columbus County are eligible to use the fitness center.
3. The fitness center will be open seven days per week, including holidays, from 5:00 a.m. to 10:00 p.m.
4. Access to the gym is by electronic access card which will be coded for entry upon completion of the fitness center orientation process. The county is not responsible for any lost or stolen items left in the room or brought into the workout area.
5. There is a 30-minute limit on all cardiovascular equipment (bicycles, treadmills, stair climber, etc.) when others are waiting. Fitness equipment should be cleaned and sanitized immediately after use of the equipment by the provided sanitizing wipes.
6. Proper workout attire must be worn. Employees should not use the facility while in regular work attire. Examples of proper attire include gym shorts, exercise pants, and tee shirts. Shower and locker room facilities are not available. Employees who return to work after using the fitness center should do so in their normal work attire.
7. I attest that I am a current employee. I understand that if I separate from Columbus County employment, I will no longer be eligible to use the Gym.
8. As the participant, I recognize and acknowledge that there are risks of physical injury and I agree to assume the full risk of any injuries (including death), damages, or loss which I may sustain as a result of participating in any and all activities arising out of, connected with, or in any way associated with my use of the Gym. I acknowledge that my participation and use of the Gym is voluntary.
9. I further agree to indemnify and hold harmless and defend the County of Columbus from any and all claims resulting from injuries or illness (including death), damages, or loss, including, but not limited to attorneys' fees, sustained by me arising out of, connected with, or in any way associated with, my use of the Gym.
10. In the event of any emergency, I authorize the County of Columbus to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.
11. I understand that it is my responsibility to consult a physician before I undertake any physical exercise program. I certify that I am in good health and sufficient physical condition to properly use the Gym; that I am knowledgeable about the proper use of any equipment that I will use and the rules of any activities that I will participate in; and that I will carefully read the operating instructions available to me for any Gym equipment prior to use and will operate such equipment in strict accordance with instructions.

I understand that my signed fitness center orientation form will be retained in my employee personnel file. Failure to observe the rules listed above can result in termination of an employee's access to the Gym.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_