**FITNESS/EXERCISE ROOM POLICY**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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# PURPOSE

To establish procedures and rules for the use of the (Insert Agency’s Name) exercise room and the equipment contained therein by (Insert Agency’s Name) employees while under adult supervision.

The (Insert Agency’s Name) recognizes the value to (Insert Agency’s Name) employees of regular exercise to enhance fitness, reduce health problems, and improve morale, encourages its voluntary practice, and permits (Insert Agency’s Name) employees the use of designated space at (Insert Location) for that purpose ***while the employee is on off-duty, upaid status.***

# procedures

The (Insert Agency’s Name) exercise room may be used as follows:

A. Eligible Use:

1. By (Insert Agency’s Name)) employees who have executed the ***“Use of Gym Agreement”,*** and while employees are on ***off-duty, unpaid status***. The use of the facility is strictly voluntary.

B. Proper Use:

1. (Insert Agency’s Name) employees may use the exercise room when off-duty.
2. (Insert Agency’s Name) employees and must comply with Exercise Room Rules and Regulations, promulgated by the (Insert Agency’s Name) Administrator.
3. (Insert Agency’s Name) employees must comply with all other rules and regulations governing the use of, and access to, (Insert Location Name).
4. The (Insert Agency’s Name) reserves the right to establish, post, and change rules and regulations, establish and change hours of access, temporarily or permanently restrict general access to the exercise room, and restrict access to the exercise room for individual employees for any cause.
5. The (Insert Agency’s Name), including its employees and management, in providing this facility, ***offers no supervision*** over the facility or its use and assumes no responsibility for injuries by those who choose to voluntarily use it.

# rules and regulations

The following Rules and Regulations shall apply to all permitted users of the (Insert Agency’s Name) exercise room:

1. The (Insert Agency’s Name) Administrator will appoint an exercise room manager to ensure that rules are adhered to, to maintain the exercise room, to perform weekly and monthly inspections of equipment and adherence to rules, and to recommend periodic changes to the (Insert Agency’s Name) of the Rules and Regulations.

* Exercise Room Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Back-up Exercise Room Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The (Insert Agency’s Name) grants use of the exercise room to employees for voluntary use, while employees are on ***“off-duty and upaid***” status.

1. Only current (Insert Agency’s Name) employees are permitted use of the exercise room.
2. Each employee is responsible for executing a “Use of Gym Agreement” which includes a certification that the employee does not suffer from any medical condition that would preclude his/her engagement in an exercise program, or the use of any particular piece of equipment, or any particular type of exercise.
3. The employee agrees to notify the (Insert Agency’s Name) of any change in his/her medical condition that may impact use of the facility and equipment and to discontinue use of the facility and equipment immediately.
4. All equipment is to be used for the sole purpose for which it was designed.
5. All equipment, including but not limited to dumbbells, weight plates, heavy-bag gloves, and bars are to be returned to racks or designated places to maintain safety.
6. All free-weight bars, and exercise machines will be stripped of plates at the completion of exercise. (Leaving plates on bars and machines warps the equipment.)
7. The exercise room floor is to be kept clean of debris by the users of the room. Employees agree to clean the equipment after they have finished using it.
8. No horseplay of any kind is permitted.
9. Employees are required to use a spotter for any exercises or workouts with the potential for entrapment, i.e. bench presses, leg presses, squat movements, etc.
10. No equipment will be permitted in the exercise room without the expressed written approval of the exercise room manager.

15. Excessive noise that may disturb others in the building will not be permitted.

# PROGRAM EVALUVATION

This policy will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information.