

CITY OF CORONA
FITNESS CENTER POLICY
CITY HALL FACILITY
CORPORATE YARD FACILITY

Use of the City of Corona Fitness Centers is a privilege. In order to protect the facilities and quality of the experience for each employee choosing to use one of the Centers, this policy has been established.

Prior to an employee using any of the Fitness Centers' equipment the employee shall:

- A. Participate in an orientation.
- B. Acknowledge receipt of Fitness Center Rules.
- C. Read and sign Informed Consent/Release of Liability form.

RULES

1. Use of the City of Corona Fitness Centers is a privilege and as such the privilege may be revoked by Management when the rules are not followed.
2. The Fitness Centers are open 5 am to 10 pm, Monday thru Friday. For personal safety, employees will be encouraged to work-out with a buddy between the hours of 5 – 6 am and 6 – 10 pm. During regular business hours, employee's working-out alone should notify a co-worker who can check on their whereabouts if they do not return by a given time.
3. Regular full-time and part-time employees may use the Centers. No guests or family members are allowed in the Fitness Centers. Employees under the age of 18 must have a parent's signature on the Consent/Release form.
4. Use of the Fitness Centers is voluntary.
5. Employees' use of the Fitness Centers is on their own time, and will not be considered work time.
6. The City of Corona is not responsible for any injury occurring during use of the Fitness Centers. Any injuries sustained during the use of the Centers will be considered non-industrial.
7. From time to time the Fitness Center in the Corporation Yard will be reserved for Fire and Police training activities, and as such will be closed to general use. Closures will be posted on the INFOWEB calendar designated for that purpose and on the doors to the Center.
 - a. Corporation Yard Center: After hours entry and exit will be through the double doors on the West side of the building. All other areas of the Corporate Yard will be alarmed; un-authorized access of those areas will result in alarm activation and Police Department response.
8. Employees may use the adjacent men's and women's shower, temporary locker and restroom areas to dress. Employees must provide their own soap, shampoo and towels. Use of the temporary locker is for storing belongings only on a temporary basis, during a workout session. No overnight use of lockers will be allowed. Employees must provide their own locks and shall remove the lock and take all personal property when leaving the Center.

9. Employees using the Fitness Centers, locker rooms, restrooms and shower areas are responsible to clean up after themselves.
10. Appropriate clothing is required; namely, workout gear, or gym clothing. Shirts and workout shoes will be worn at all times. Sandals and work boots are not permitted.
11. All equipment is to be used in a safe manner and only for the purposes for which it is designed.
12. Each employee is responsible to wipe the equipment dry after use. Employees must provide a hand-towel for this purpose. Spray cleaner will be provided.
13. A 30-minute time limit will apply to all exercise equipment whenever someone is waiting.
14. Weight equipment shall not be dropped, thrown or slammed. All free weights shall be replaced on racks when not in use. Weights shall be removed from bars immediately after use and replaced in the appropriate storage racks. Fixed weights are not to be broken down.
15. Employees choosing to use individual radios, or iPod-type players, etc. must use headphones.
16. Safety and Security.
 - a. Two phones are provided at the Corporation Yard Center, one directly to Police Dispatch, one for in-house calls.
 - b. One phone is located in the City Hall Center for direct access to Emergency Dispatch.
 - c. Damaged equipment or complaints about these facilities should be reported immediately to Human Resources at extension 2209.
17. All persons must be courteous and respectful of the feelings of others while using the Fitness Centers.
18. The "Informed Consent/Release of Liability" form must be carefully read, signed and returned to the Safety Department before use of the exercise equipment in the Fitness Centers.

PLEASE SIGN THE ATTACHED PAGE AND RETURN IT TO YOUR TRAINER. RETAIN THIS COPY OF THE RULES FOR YOUR INFORMATION.

INFORMED CONSENT / RELEASE OF LIABILITY
City of Corona Fitness Centers

I have read and understand all the rules and policies for the City of Corona Fitness Centers.
I understand and agree to follow them at all times. I also understand that the centers are not supervised and that the City of Corona is not responsible for any injury(s) that I may incur while utilizing the Fitness Centers or the equipment.

Employee Name _____

Employee Signature _____

Date _____

Safety Division Instructor Name: _____

Safety Division Instructor's Signature: _____

Date: _____