**Fitness Center Policy**

**Policy**

[Company Name] provides an onsite fitness center for use by all regular full and part-time employees who complete a fitness assessment. The fitness center will be open [insert days and times].

**Procedures**

All employees are required to complete a fitness assessment, liability waiver and facility orientation prior to being authorized to use the fitness center.

Only employees of [Company Name] and its affiliates are eligible to use the fitness center.

Access is by magnetic key card which will be coded for entry upon completion of a fitness assessment and orientation.

Each employee is responsible for wiping down the exercise equipment before and after use. Paper towels and sanitizing spray are provided in the facility.

There is a 20-minute limit on all cardiovascular equipment (bicycles, treadmills, etc.) when others are waiting.

Proper workout attire must be worn. Employees should not use the facility while in regular work attire. Examples of proper attire include gym shorts, yoga pants, sweatpants, t-shirts and tank tops. Shower facilities are available in the locker rooms.

[Company Name] is not responsible for any injury or accident occurring in the facility or during use of the facility including use of the locker room and shower area. The company is not responsible for any lost or stolen items left in the locker room or brought into the workout area.

Employees should contact their health care provider prior to using the facility for advice on the types of exercises that are appropriate for the employee’s fitness level and goals and for advice on when to return to exercise following any injury or illness.