

**CITY OF OAKWOOD
ADMINISTRATIVE POLICIES AND PROCEDURES**

POLICY NO. 11

SUBJECT: FITNESS CENTER USE AND MAINTENANCE

DATE: AUGUST 9, 2006

REVISED: APRIL 14, 2010, AUGUST 8, 2023

RECOMMENDED BY:



ETHAN KROGER, PLANNING & ZONING MANAGER

APPROVED BY:



NORBERT S. KLOPSCH, CITY MANAGER

POLICY: The purpose of this document is to establish the Rules and Regulations which govern the usage of the Fitness Center located in the lower level of the City of Oakwood Administration/Safety Building at 30 Park Ave., and to assign responsibilities for the maintenance of the Fitness Center room and equipment.

BACKGROUND: A Fitness Center was established in the new Administration/Safety Building as part of the remodeling/upgrade project completed in 2004. The Fitness Center was constructed with General Fund monies, and subsequently furnished with fitness equipment acquired with 25% General Fund monies and 75% Public Safety Endowment Fund monies.

PURPOSE: City Council and Administration have determined that the interests of the City are best served by providing Safety Officers, all other full-time and regular part-time employees, and current and former elected officials with facilities and equipment to help them remain physically fit and healthy. Accordingly, the Fitness Center was included in the remodeling/upgrade project.

RESPONSIBILITY:

- A. **Facility Use:** It is the responsibility of each and every employee, prior to utilizing the Fitness Center, to familiarize himself (or herself) with the most recently adopted Fitness Center Rules and Regulations (copy attached). The City will make certain that the most recently adopted set of Rules and Regulations are posted in the Fitness Center. The City reserves the right to amend the Rules and Regulations at any time and to deny use of the facilities to anyone who violates the Rules and Regulations, or for whatever other reason city officials may deem appropriate.
- B. **Maintenance:** The Assistant City Manager has responsibility for the general maintenance of the entire City/Safety building, to include the Fitness Center. This includes the routine maintenance and cleaning of the fitness room, the adjacent bathroom/shower facility and changing room. The Public Safety Director has responsibility for the maintenance of the fitness equipment.



CITY OF OAKWOOD FITNESS CENTER RULES AND REGULATIONS

1. Use of the Fitness Center is limited solely to current city of Oakwood full-time and regular part-time employees and to current and former city council members.
2. Use of the Fitness Center is at your own risk. Consult your physician as needed before using equipment or participating in any exercise program.
3. The city of Oakwood is not responsible for injuries sustained through improper use of equipment. If you are unfamiliar with how to use a particular piece of equipment, please seek assistance through the chain of command.
4. The Fitness Center is outfitted with a wide variety of city-owned exercise equipment. Use of personal exercise equipment in the facility is permitted only after receiving prior approval through the chain on command.
5. Any equipment or facility irregularities should be reported immediately to your supervisor.
6. Food is not permitted in the Fitness Center. Drinks are limited to water bottles and energy drinks.
7. Appropriate exercise clothing is required: t-shirts, shorts, sweatshirts and/or sweat suits. A dispatcher working out during regular work hours is permitted to wear his/her uniform pants.
8. Athletic footwear which covers the entire foot is required for all equipment users. Sandals, open-toe shoes or bare feet are not permitted.
9. Lockers are provided for Fitness Center users. Please remove locks when you complete your workout and do not leave personal items in the Fitness Center.
10. Spotters are highly recommended when using heavy free weights. Use collars at all times.
11. Use of hand chalk is not permitted.
12. Free weights and dumbbells must be restacked in the appropriate rack or storage area after use. Do not leave bars loaded or weights lying on the floor.
13. For the health and comfort of all Fitness Center users, wipe down all equipment after use.
14. All Fitness Center users are expected to conduct themselves in a responsible, safe and courteous manner.
15. The city of Oakwood reserves the right to amend these Rules and Regulations at any time and deny use of the facility to anyone who violates them.

APPROVED BY: _____
Norbert S. Klopsch
City Manager

Date: _____
Updated: _____
Updated: _____