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Purpose:

This procedure outlines the basic rules and requirements for access and usage of the Auburn Site Fitness Facility (from here out referred to as the Facility). The term Facility covers both Fitness Center North and Fitness Center South.

Access:

1. Facility access is only for employees only.
2. Employees must complete, sign and submit an unstaffed fitness center facility application to Occupational Health.
3. Employees must acknowledge that they have read and understood the Facility Rules in WebEDMS
4. Once the above tasks have been completed, security access will be granted by the ESS Department.

Usage:

1. Employees may use this Facility before or after their normal work hours or during their lunch breaks. Use of the Facility outside of these designated times should be discussed with and approved by the employee's manager.
2. The Facility is open 24/7 for use by employees including non-business hours with the appropriate site access.
3. All equipment (including free weights) is to be used safely and per equipment operating guidelines. It is recommended that if you are unfamiliar with these guidelines that you seek assistance from the Facility manager prior to use.
4. Weights should not be dropped on the floor and always returned to their appropriate storage location when not in use.
5. Fitness Center South (Group Fitness Room)
 - a. Normal use is first come first use, but courtesy should be shown to other users
 - b. This area should not be used as an access to the upstairs office areas; South emergency door should always remain closed
 - c. Extra courtesy should be displayed when using this area as there are employee offices in close proximity (i.e. Keep volume and noise to a minimum)
6. No food is allowed in the Facility; water and sport drinks are acceptable.
7. Appropriate attire must be worn in the Facility
 - a. Facemasks must be worn per the site policy
 - b. Shirt, shorts, or workout pants are required (Work clothing is not acceptable)
 - c. Clothing must comply with the Company Dress Code should not contain any offensive material.
 - d. No belt buckles or other sharp objects that may damage the equipment upholstery should be worn.
 - e. Footwear
 - i. Closed toed shoes must be worn unless participating in a formal class supervised by a certified instructor in which shoes are optional as part of the program.
 - ii. Shoes must be clean and dedicated for indoor use
 - iii. Work shoes or footwear used outdoors are not allowed in the Facility
 - iv. Footwear should be thoroughly wiped on the entrance rugs to minimize dirt and debris in the Facility.
8. Employees must treat the area with respect, be considerate of others, and act in accordance with the Companies Code of Conduct.
 - a. No horseplay, use of profanity or offensive language or behavior (this includes the broadcasting of music or vides).
 - b. TV and Radio volumes must be kept at a moderate level.
 - c. Allow other users to work in between your multiple sets or repetitions.
9. Leave the facility clean and orderly.
 - a. Wipe off equipment after use and properly dispose cleaning materials; this includes the floor in Fitness Center South.
 - b. Return all equipment to it proper storage location.
 - c. Turn off fans, and TV's (lights if you are the last one in the Facility).
10. Report all injuries or incidents to the Site ESS Department.
11. Report any equipment malfunction or damage to the Activity Coordinator or Auburn Maintenance Department using the SAP notification system.
12. **In case of emergency day or night dial 1-2-3 or other security issues call 636-4400**

Failure to comply with these rules could result in suspension of facility privileges.

**Document and
Records
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If procedure or checklist, file this completed procedure/checklist here:

Approvals

This procedure was approved by:

(Name/Job Title) Roger Humburg/OL

(Date) 10/7/21

MOC

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Date Approved : 10/7/21

Revision History

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes
9/30/21	Amy Hyde	AUB2021090041