

# Webb Municipal Building Wellness Center

## POLICIES AND PROCEDURES

### Membership and Day Usage

- Ø Membership is available to City and County of Denver employees who are 18 years of age and older. A picture ID may be required to verify age.
- Ø Standard monthly memberships are \$25/month, payable through payroll deduction. Members must join for an initial 6-month or 12-month membership period which automatically rolls into a month-to-month membership and continues month-to-month until cancelled in the manner set forth in these Policies and Procedures.
- Ø Membership termination, after the initial 6-month or 12-month period has ended, must be received by a Wellness Center staff member via Email or other written correspondence by the member, in accordance with the Nature of Membership and Day Usage Authorization, Automatic Renewal, Cancellation, and Compliance with Policy and Procedures Section, below.
- Ø Limited monthly memberships, utilizing only lockers and showers, are available for \$10/month, payable through payroll deduction.
- Ø The Wellness Center reserves the right to refuse membership or day usage to employees based upon a prior failure to comply with the Policies and Procedures, employees who are abusive to staff or other members of the Wellness Center, for safety reasons, or for other reasonable and legal cause.
- Ø The Wellness Center may cancel a membership or day usage for failure to comply with these Policies and Procedures, for employees who are abusive to staff or other members of the Wellness Center, for safety reasons, if the member ceases to be a City employee, or for other legal reasons.
- Ø There will be no refund of monthly fee if membership is revoked and no refund if day usage fee is revoked.

### Additional Policies and Procedures for Day Usage

- Ø One-day (day usage) passes are available for \$5.
- Ø All employees who use the Center for day-use must complete and sign the waiver and information sheet.
- Ø Lost day-use badges will result in a \$25.00 replacement fee.
- Ø There is no day usage available on weekends.

## **Enrollment**

- Ø Employees must complete an orientation prior to utilization of fitness facility.
- Ø After the completion of an orientation, employee's access card will be programmed for entry into Wellness Center. Programming will require 24 hours before card is operational.
- Ø New members may receive a free personal training session within the first three months of membership. Training sessions are strongly recommended for employees who are unfamiliar with proper usage of cardiovascular and weight equipment. If the member chooses, the free training session may be substituted for a fitness assessment. If the member would like to have the free training session and a fitness assessment, a \$10 discount will be given toward the assessment. Training sessions and fitness assessments can be scheduled by calling the Wellness Center Staff @ 720-913-5687.

## **Facility Usage**

- Ø Hours of operation are Monday through Friday, 4:30 am - 9:00 pm and Saturdays, 7:00 am – 5:00 pm. The Center is closed on Sundays.
- Ø Employees entering the Webb Municipal Building prior to 7:00 am on weekdays and on Saturdays must enter through Court Street side entrance. Access card will provide entry into building and Wellness Center.
- Ø Appropriate gym attire must be worn at all times. No street clothing allowed.
- Ø Membership access cards are for the assigned employee only; sharing of access card is prohibited and may result in loss of Center privileges.
- Ø Each member is to swipe his/her access card against card reader to gain entry into the center.
- Ø Members are to bring bottled water in a plastic container only.
- Ø In case of emergency, red telephones are available for use. Telephones are located on each side of office and ring to security desk. Telephones are not for personal use.

## **Use of Equipment**

- Ø Employees are required to utilize equipment as stated in directions on individual piece of equipment.
- Ø The Center has a policy of no pushing or pulling on the Cybex strength training equipment for the purpose of stretching. Signs are posted on the equipment as an indication of this policy.
- Ø Employees are strongly encouraged to wipe down machines after each use.
- Ø Employees are to report any equipment malfunction to Wellness Center staff.
- Ø Employees are to report any injury to Wellness Center staff @ 720-913-5687.

## **Locker Room/Shower Usage**

- Ø Lockers located inside the locker rooms are available at no charge with Center membership. Employee must bring personal lock.
- Ø Use of locker is for workout time only. All locks and contents stored must be removed after each visit. Locks not removed on a daily basis will be cut-off. Contents of a cut lock can be claimed by calling Security @ 720-913-4846.
- Ø The Center will not reimburse employees for any locks removed.
- Ø Wellness Center is not responsible for loss or stolen items. Employees are discouraged from bringing in items of value to the Center.
- Ø Members must bring their own towel, no rentals are available.
- Ø Gym bags are not allowed in workout areas. Employees are required to use lockers for storage of personal items.
- Ø Rental lockers are available in the hallway of the Center for \$3/month. Lockers can be rented for 6 or 12 months. Members must provide their own lock. If your lock is mistakenly placed on the wrong locker, we reserve the right to have it cut off.

**NATURE OF MEMBERSHIP AND THE DAY USAGE AUTHORIZATION, AUTOMATIC RENEWAL, CANCELLATION, AND COMPLIANCE WITH POLICY AND PROCEDURES REQUIRED.**

- 1) The Wellness Center membership and day-usage, upon approval by the City, is a revocable, non-exclusive License for an individual to use the Wellness Center and is granted by the City to an Employee-Licensee. The membership and day-usage authorization are non-transferable, non-assumable and may not be the subject of a sublease agreement. The membership and day-usage shall NOT be deemed a lease pursuant to Section 3.2.6 of the City Charter and is NOT a contract.
- 2) The term of membership is for either 6 months or 12 months, as elected by the employee, and continues thereafter on a month-to-month basis. The membership will be automatically renewed by the City at the beginning of each month until cancelled by either party by the City for any reason, or until cancellation is requested by the employee.
- 3) To cancel the membership, the employee-member must submit a written request at least forty-five (45) days prior to the effective date cancellation. The written cancellation request must be submitted to the Wellness Center Staff. Any cancellation notice that is not given by the employee in writing or is given to a payroll technician or to any person other than the Wellness Center Staff shall NOT be valid and shall NOT terminate membership.
- 4) The member-employee as a condition of the membership must agree to comply with these Policies and Procedures of the Wellness Center, as may be amended from time to time.
- 5) Notwithstanding anything else contained in the membership, it is expressly understood and agreed that enforcement of the terms and conditions of this membership and any rights of action relating to such enforcement, shall be strictly reserved to the City and the member-employee.

**Wellness Center Staff**

- **Tanya Turcios**, Wellness Agency Support Technician @ 720.913.5687  
[tanya.turcios@denvergov.org](mailto:tanya.turcios@denvergov.org)
- **Corrine Freese**, Wellness Program Manager @ 720-913-5688 or  
[corrine.freese@denvergov.org](mailto:corrine.freese@denvergov.org)

**Please address any inquiries or cancellations to the Wellness Center Staff.**

Revised on 6/11/2009

