Webb Municipal Building Denver Employee Fitness Center

POLICIES AND PROCEDURES

Membership and Day Usage

- Memberships are 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.
- An employee ID badge is required for facility access.
- Standard monthly memberships are $25/month, payable through payroll deduction. Memberships are on a month-to-month basis automatically renewing with the 2nd paycheck of each month until cancelled in the manner set forth in these Policies and Procedures.
- Membership termination, a notice must be received by a Denver Employee Fitness Center staff member via email or other written correspondence from the member, in accordance with the Payroll Deduction Document. **Cancellation requests need to be submitted before 12pm (noon) on the Friday before the 2nd paycheck.**
- Limited monthly memberships, utilizing only lockers and showers, are available for $10/month, payable through payroll deduction.
- Standard and limited monthly memberships can also be payable through out of pocket transactions made with cash, card or check (No American Express, Checks are written out to: Manager of Finance). Written cancellation requests must be submitted at least 3 days prior to the renewal date for memberships paid by a credit card.
- The Denver Employee Fitness 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 Denver Employee Fitness Center, for safety reasons, or for other reasonable and legal cause.
- The Denver Employee Fitness 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 Denver Employee Fitness Center, for safety reasons, if the member ceases to be a City employee, or for other legal reasons.
- 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

- One-day (day usage) passes are available for $5. All employees who use the Center for day-use must complete and sign the waiver and information sheet.
- There is no day usage available on weekends.

Enrollment

- If the member would like to have training session and fitness assessment at enrollment, a $10 discount will be given toward the assessment. Training sessions and fitness assessments can be scheduled by calling the Denver Employee Fitness Center Staff @720-913-5687 or emailing the DEFC: Employeefitnesscenter@denvergov.org
Facility Usage

- **Hours of operation are Monday through Thursday** 5:00 am - 7:30 pm, **Friday** 5:00 am - 7:00 pm and **Saturdays**, 8:00 am – 2:00 pm. The Center is closed on Sundays.
- 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 Denver Employee Fitness Center.
- Appropriate gym attire and shoes must be worn at all times. No street clothing allowed.
- Membership access key cards are for the assigned employee only; sharing of access card is prohibited and may result in loss of Center privileges.
- Each member is to swipe his/her access key tag against card reader to gain entry into the center.
- Members are to bring bottled water in a plastic container only.
- In case of emergency, red telephones are available for use. Telephones are located on each side of the office and ring to the security desk. Please refrain from using cell phones for personal use while in the gym.

Use of Equipment

- Members are required to utilize equipment as stated in directions on the piece of equipment.
- Members are strongly encouraged to wipe down machines after each use and report any equipment malfunction to Denver Employee Fitness Center staff.
- Please report any injury to Denver Employee Fitness Center staff @720-913-0729.

Locker Rental

- Rental lockers are available in the hallway of the Center for $3/month and locker room $4 to $5/month. Lockers can be rented for any numbers of months up to 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 it off.
- If Members are interested in using a rental locker, members must notify the Denver Employee Fitness Center staff. Unless you have paid to rent a locker, please do not take an empty one.

Locker Room/Shower Usage

- Lockers located inside the locker rooms are available at no charge with Center membership. Employee must bring personal lock.
- 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 the Denver Employee Fitness Center @720-913-5687.
- The Center will not reimburse employees for any locks removed.
- Denver Employee Fitness Center is not responsible for loss or stolen items. Employees are discouraged from bringing in items of value to the Center.
- Members must bring their own towel, no rentals are available.
- Gym bags are not allowed in workout areas. Employees are required to use lockers for storage of personal items.
- Rental lockers are available in the hallway of the Center for $3/month and locker room $4 to $5/month. Lockers can be rented for any numbers of months up to 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 it off.
NATURE OF MEMBERSHIP AND THE DAY USAGE AUTHORIZATION, AUTOMATIC RENEWAL, CANCELLATION, AND COMPLIANCE WITH POLICY AND PROCEDURES REQUIRED.

1) The Denver Employee Fitness Center membership and day-usage, upon approval by the City, is a revocable, non-exclusive License for an individual to use the Denver Employee Fitness 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 on month-to-month basis, as elected by the employee. The membership will be automatically renewed with the 2nd paycheck 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 payroll deduction membership, the employee-member must submit a written request before 12pm (noon) on the Friday before the 2nd paycheck. Written cancellation requests must be submitted at least 3 days prior to the renewal date for memberships paid by a credit card. The written cancellation request must be submitted via email or in-person to a Denver Employee Fitness Center Staff member. 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 Denver Employee Fitness 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 Denver Employee Fitness 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.

Phone: 720-913-5687
Email: EmployeeFitnessCenter@Denvergov.org

Please address any inquiries or cancellations to the Denver Employee Fitness Center Staff.