



LIVE OAK FITNESS CENTER Employee Use Guidelines

The City's Fitness Center, located at the Live Oak facility, is now open to all Red Oak employees who have signed the *Fitness Center Use Agreement*, and who abide by the rules and guidelines outlined below.

HOURS OF OPERATION

Monday – Friday, 05:00 am – 09:00 pm (Use outside of this time range must be pre-approved by RO City Management.)

AUTHORIZED USERS

Only current City of Red Oak and Red Oak ISD employees, and their immediate family members, may use the City's Fitness Center. Family members must be accompanied by the employee at all times when using the facility. All others must be preapproved for admittance by RO City Management.

DRESS CODE

- Employees must wear proper exercise attire at all times:
 - Shirts must cover the upper body.
 - Shorts must come to fingertips when standing upright, with hands straight down at sides.
 - Closed, non-marking, athletic footwear must be worn during workouts. No open-toe, or open-back shoes are allowed.

GUIDELINES FOR USE

- City employees must abide by the rules and policies outlined in the Employee Policy Manual AT ALL TIMES when using the Fitness Center.
- The Fitness Center is unsupervised and employees are exercising at their own risk. Employees should check with their personal physician before beginning any exercise program.
- City employees will be provided with an entry access card to enter the center, and must NOT allow anyone other than their immediate family member(s) to enter the building using the employee's access. Employees shall not loan out their access card to anyone else, even if they are a City employee.
- City employees are expected to be respectful of others using the facility and should behave in a courteous and appropriate manner. Profanity, inappropriate attire and offensive behavior is not allowed. This includes playing excessively loud, or offensive music that contains lewd, profane and/or graphic lyrics.
- Eating and drinking is prohibited inside the Fitness Center, with the exception of capped water bottles. All trash must be disposed of in proper receptacles, or removed from the facility when you leave.
- Employees must bring their own towels and are responsible for cleaning up after themselves.
- Users must wipe down all equipment after use.
- Please limit use of machines to 30 minutes if other users are waiting for the machines.
- Locker rooms are available, but users must bring their own towels, personal hygiene products and locks.

SAFETY

- Safely use free weights. A spotter is recommended when lifting weights.
- Dumbbells and weight plates MUST NOT be dropped on the floor for any reason.
- Collars are to be used at ALL times to secure weights on bars. DO NOT lean weight plates against equipment stands, walls or machines.
- All plates and dumbbells must be returned to the proper storage rack when finished.