

## **Benchmark Fitness Room**

### **Guidelines, Expectations and Approved Uses**

(Effective 05/01/2024)

The Benchmark employee fitness center is part of the company's continued commitment to encourage and promote employee wellness. The benefits of employee physical and mental well-being supports both individual success as well as the success of the company.

There are many things to consider when you establish a "self-service" fitness facility. We must consider the safety of our employees, the security of our facility and the liability risks that come along with offering these amenities. Below are guidelines, expectations and approved uses that are intended to balance offering this benefit to our employees and managing the risks that inherently go along with a fitness room.

#### **Guidelines:**

- Only Benchmark staff and their immediate family members are permitted to use the Benchmark fitness facility.
  - Any family member must be accompanied by Benchmark employee to use the fitness facility.
- All employees, and any immediate family member using the fitness facility must sign the Benchmark Fitness Center Waiver and Release of Liability form.
- Operating hours are unlimited, with fob access through the glass doors at Legacy Hall.
- During regular business hours, employees are required to notify the front desk/Receptionist leave and return times when using the fitness facility.
- Bringing equipment in from outside the facility is prohibited.
- Always adhere to all posted safety rules.
- Proper exercise attire is required for use of the fitness center. Shirts, shorts, and shoes are required. Sports bras must be covered. Cutoffs and sandals are prohibited.
- Personal belongings or exercise clothes must be removed from the locker rooms after use. Clean clothes should be kept in your office and gym clothes should be taken home for laundering.
- Equipment use is on a first come/first served basis. Please respect other's needs and time to encourage use for all employees.
- Each person is expected to clean/wipe down used equipment (including exercise/yoga mats, exercise balls, jump ropes, etc.) after every use. Disinfectant wipe-down supplies are provided in the fitness center.

#### **Other Information:**

The Fitness center is part of an overall video monitoring strategy. To ensure safety and security, there are 3 cameras installed to monitor activity: (2) in the fitness room and (1) at the entrances to the fitness room and locker rooms. These cameras are motion sensitive and will be monitored. They will also record activity that can be reviewed at a later date. IT is responsible for managing all campus monitoring cameras.