

Hill Farms State Office Building

WELLNESS and FITNESS ROOM POLICIES

Effective February 1, 2018

By entering the Wellness/Fitness Rooms at the Hill Farms State Office Building and using its equipment, users agree to abide by all policies, rules and regulations established by the Department of Administration (DOA). Employees who **cannot or refuse to comply with the following policies may be subject to disciplinary action.**

- **Permitted Usage.** The Wellness and Fitness Room are for use only by State of Wisconsin employees for improving their physical well-being. Persons using these rooms must be physically able to perform any activities that they may choose to undertake in the rooms. Management recommends that users consult a doctor before beginning any new exercise program.
- **Access.** Each user must enter the Wellness Room using their personally-assigned state-issued electromagnetic access ID card. The Fitness room where classes will be held will remain unlocked during regular business hours. All employees at the Hill Farms State Office Building are granted access by request (unless otherwise limited or revoked).
- **Hours of Operation.** The Wellness/Fitness Rooms hours are 6:00 a.m. to 11:00 p.m., Monday through Friday. The Wellness/Fitness Rooms are not open on days when the Hill Farms State Office Building is closed.
- **Work Status.** The Wellness/Fitness Rooms may be used by employees only at times when they are not being compensated by their employer (i.e., before or after work hours and lunch). An employee's participation (use of room) is not considered the performance of service growing out of and incidental to his or her employment and thus any illness or injury incurred is not covered by workers compensation.
- **Voluntary Usage.** Use of the Wellness/Fitness Rooms is voluntary and not a requirement of employment.
- **Children Prohibited.** Children are not allowed in the Wellness/Fitness Rooms under any circumstances. Children may not be left unattended in other areas of the Hill Farms State Office Building while their parents/guardians are exercising.
- **Attire.** Proper workout attire, including clean athletic shoes, is required. Men must wear shirts and women must cover sports bras at all times. Wellness/Fitness Room users must supply their own towels.

- **Floor Mats.** The use of a floor mat to stretch or do exercises is allowed provided that floor space is available and can be done safely.
- **Lockers and Personal Property.** Locker rooms and showers are available near the Wellness/Fitness Rooms. All coats, bags and bulky items must be left in the locker room. Locker room users must supply a lock to secure their valuables. The State is not responsible for lost or stolen items.
- **Respectful Usage.** Limit use of equipment to 30 minutes during peak times. Respect other persons and equipment in the Wellness/Fitness Rooms. Equipment provided by the State may not be removed from the rooms.
- **Cleanliness.** Users must wipe down all equipment before and after use with supplies provided in the rooms.
- **Food and Drink.** Water bottles are allowed in the Wellness/Fitness Rooms. Other food, drinks or gum are prohibited.
- **Personal Electronics.** Cellular phones must be silenced while in the Wellness/Fitness Rooms. The use of cellular phones or cameras in the Wellness/Fitness Rooms or locker rooms are strictly prohibited. Portable electronic devices (e.g., MP3 players, iPods) with earphones are permitted.
- **Broken Equipment and Unsafe Conditions.** Report any broken or malfunctioning equipment or unsafe conditions to the State Facilities Information Center at (608) 266-1485.
- **Other Restrictions.** State agencies may restrict, limit or terminate use of the Wellness/Fitness Rooms for any reason including, but not limited to, failure to comply with the policies, rules or regulations governing the Wellness/Fitness Room.
- **WAIVER OF CLAIMS.** BY ENTERING THE WELLNESS ROOM AND USING ITS EQUIPMENT, YOU HEREBY RELEASE THE STATE OF WISCONSIN, ITS OFFICERS, EMPLOYEES AND AGENTS FROM LIABILITY FOR ANY INJURIES CAUSED BY THEIR NEGLIGENT ACTS OR OMISSIONS, OTHERS USING THE WELLNESS/FITNESS ROOMS, AND/OR YOURSELF. THIS RELEASE SHALL BE BINDING ON YOU, YOUR HEIRS, SUCCESSORS AND ASSIGNS.

IN THE EVENT OF A MEDICAL EMERGENCY, CALL 911.

IN THE EVENT OF A NON-MEDICAL EMERGENCY, CONTACT CAPITOL POLICE AT (608) 266-7700.