

Standard Operating Procedure

Requesting Access to the City Hall Fitness Room

Purpose: To promote health and fitness for both on-site and off-site City employees by allowing access to the City Hall Fitness Room, showers and day-use lockers while maintaining a safe and secure environment for all staff using the space.

Responsible Party: City Hall Security

Policy: *Off-Site Employees* are defined as city employees who are not assigned to work at City Hall and report directly to a different location. Employees must be active in job status and will be required to have their employee photo ID with them while using the City Hall Fitness Room. City Hall Security reserves the right to revoke privileges for any issues related to misuse or misconduct of the equipment or space or against other guests. Employees already located at City Hall have access and do not need to take any action.

Procedure:

1. Employees should contact City Hall Security at 535-1286 between the hours of 8 a.m. and 5 p.m. to inquire about access to the Fitness Room.
2. City Hall Security will provide instructions on how to obtain card key access to the building and explain the process for obtaining an ID badge.
3. City Hall Security will provide the name of the employee's authorized floor administrator who will need to approve the request to use the Fitness Room.
4. If the off-site employee does not have a programmable badge, they will be required to complete an *Employee Badge Request Form*.
5. The *Badge Request Form* will need to be signed by an authorized floor administrator in the employee's department before providing a badge.
6. If approved, the employee will bring the signed form to the City Hall Security Office to obtain a badge that will be programmed with access into the building. The Security Office is located on the parking garage level next to the Blue Elevators.
7. Off-site employees entering City Hall to use the Fitness Rooms shall use the South Tower entrance located in the Bamboo Garden on the street level or the public entrances if entering during business hours.
8. No visitors will be permitted in the City Hall Fitness Center.
9. The Fitness Room hours of operation are 7:00 a.m. to 8:00 p.m., Monday through Friday and closed on weekends and holidays.
10. Employees are expected to follow the posted rules of use when using the Fitness Room at all times.
11. Off-site employees must report lost or stolen badges to Security Staff immediately for cancellation.