

CITY OF NORTON SHORES
WEIGHT ROOM POLICY

The use of the weight room located in the Norton Shores municipal building is governed by the following rules:

- Full-time and regularly scheduled part-time employees (including County Equalization employees who work at the Municipal Building), retirees and their family members are eligible to utilize the weight room. Retirees may use the weight room during normal business hours.
- Family members ***must be accompanied*** by the related employee or retiree.
- Free weights must be returned to the appropriate rack and equipment must be returned to its appropriate place at the end of the employee's workout session.
- Weights and equipment shall not be removed from the weight room for any reason.
- Keys will only be issued to, and may only be possessed by employees, ***not family members***. Keys may be obtained from your supervisor. Keys must be returned upon termination of employment or City request.
- Any damaged or improperly operating equipment must be reported to Director of Administrative Services Carrie Pierce by the end of the next business day, and equipment tagged "out of service."
- Equipment must be wiped down after each use with disinfectant spray provided.
- Users must have an orientation prior to use of the weight room. An orientation may be arranged by contacting Director of Administrative Services Carrie Pierce.

The weight room is provided as a benefit to employees, family members and to retirees. Please follow this policy to insure that everyone has full enjoyment of the facility. Those who do not follow the policy may have their weight room privileges revoked.



Carrie A. Pierce
Director of Administrative Services