**Employee Access to Longboat Key Fitness Center**

**To all employees:**

Town of Longboat Key encourages employees to achieve and maintain a healthy lifestyle through physical fitness. The Town has contracted with Longboat Key Fitness Center this season to give employees an opportunity to go to the gym before and after work hours as part of your physical fitness program and to help eliminate the stress of sitting in heavy traffic at 5:00 at the end of each day in the upcoming months.

Eligibility: All full-time and part-time employees only who have been employed by The Town of Longboat Key for a minimum of six months.

Policy: Employees will be allowed to use the Longboat Key Fitness Center located at 511 Bay Isles Parkway (next to Publix) at no charge to them before and after work hours. The Town will issue access cards to Town authorized employees. The employee will be required to stop by Human Resources to pick up access card and return access card. We have purchased 5 access cards for the Fitness Center to be shared by all users. Employees must sign the participation list at the Fitness Center. Human Resources will track the distribution, usage and participation frequency of these cards. If checked out for use after work hours, the access card must be returned to Human Resources by noon the next day.

Authorized hours of gym: Monday through Friday 5:00 am – 7:00 am and 5:00 pm – 9:00 pm

Each participating employee must execute an “Employee Activity Waiver of Liability and Release” form which can be picked up at the Human Resources Department. The waiver must be signed prior to first use of the facility and will be placed in your personnel file.

Other Gym Membership Discounts: Florida Blue offers gym membership discounts. For more information, log onto BCBSFL.com and go to the Health Wellness Tab and click on Discount Awards. Blue 365 program offers access to health and wellness deals exclusive to Florida Blue members including access to discounts on gym memberships.

Additional Information: Employees should consult with a physician before beginning a physical regimen.