

Subject:

Fitness Center Reminders & Guidelines



Protective Insurance is thrilled to provide an onsite fitness center, and we admire our employees' commitment to personal health and wellness. Whether you are bringing your outdoor runs to the treadmill due to cooler weather or perfecting your pull-ups, please keep the following announcements and guidelines in mind:



NEW ADDITIONS

We are always looking to continuously update the Fitness Center with new equipment to help take your workouts to the next level. Recently, we have added a new hoist leg extension/leg curl machine, along with an upgraded exercise mat storage cart. Take a look for yourself next time you are in the Fitness Center!



BICYCLE LOCKERS

Interested in saving gas and getting some exercise in along the way? Ride your bike to work and keep it safe in one of our six bicycle lockers, which are available to rent for \$25.00 per month. The lockers are located just outside the east elevator lobby entrance by the Research & Development Department. Please see the security guard to fill out the rental agreement and turn in your payment.



GENERAL USAGE

- All employees must sign a waiver in order to use the Fitness Center. If you did not sign one when you were hired on, please contact HR.

- Please return all weights to their proper spot on the racks after use. Do not unnecessarily drop the weights.
- The rearranging of furnishings and TVs in the Fitness Center is prohibited. Please do not change the TV channels.
- When using the DVD player, please keep the volume at a respectable level.



LOCKER ROOM LOCK POLICY

- Locks are not to remain on lockers overnight. Locks left on after hours **will be removed**, along with the contents inside.
 - If you have a lock on a locker and are not currently using the Fitness Center, you have a 48-hour grace period from the time of this email to remove the lock.
 - If the lock and contents still have not been removed after 48 hours, the lock will be cut, contents will be removed and you will need to contact Facility Services to request your items back.



SAFETY

- There is an AED unit located on the wall across from the men's locker room and an emergency phone on the wall next to the free weights. There is also a first aid kit in the family room.
- Please place any loose jewelry or clothing items in lockers.
- If you notice any equipment or cleanliness issues in the Fitness Center, please call Facilities at x4839, or email facilitiesrequests@protectiveinsurance.com.

Thank you for your help in maintaining a clean and safe Fitness Center for all employees to enjoy!