

# City of Tacoma

## Employee Wellness Centers



**There are two onsite Employee Wellness Centers (EWCs) available to all City employees. These facilities were designed to be convenient and safe places for employees to improve and/or maintain their health and well-being.**

### Employee Wellness Center @ the Muni Complex

- **Amenities:** 80 lockers, eight showers, two changing rooms, and a fitness room that includes two online subscriptions (BeachBody and Daily Burn), exercise bands, exercise mats, Bosu balance balls, TRX bands, dumbbells, kettlebells, plyometric boxes, and six cardio machines
- **Location:** Basement of the Tacoma Municipal North Building (TMBN)
- **Address:** 733 Market Street, RM B12, Tacoma, WA 98402 ([Muni Complex Site Map](#)). You can enter through either the Market Street or St. Helen Street entrances for the Tacoma Municipal Building North. (Note: There is a cost for parking Monday—Saturday from 8:00 AM to 6:00 PM)

### Employee Wellness Center @ Tacoma Public Utilities (TPU)

- **Amenities:** Fitness room that includes two online subscriptions (BeachBody and Daily Burn), exercise bands, exercise mats, Bosu balance balls, dumbbells, kettlebells, weight benches, and 16 cardio/strength machines
  - ◇ There are men's and women's locker rooms/showers available at TPU, but they are not part of the EWC at this location ([TPU Site Map](#))
- **Location:** Southwest corner of the Administration Building South (ABS) ([TPU Site Map](#))
- **Address:** 3628 S 35th ST, Tacoma, WA 98409 ([Parking Map](#))

**All users are expected to abide by the attached Rules and Guidelines.**

**Please help us make these safe and healthful places to use towards our wellness goals.**

# City of Tacoma

# Employee Wellness Centers

## RULES AND GUIDELINES

### EMPLOYEE ACCESS

- The EWCs are open seven days a week from 5:00 AM to 8:00 PM.
  - ◇ Exceptions can be made for those who work hours outside of this timeframe. Please contact the Wellness Coordinator at [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org) with your request.
- For access to either (or both) EWCs, City of Tacoma Employees must complete, sign and return the Release of Liability Form. Employee ID badges are required to access the facilities.
  - ◇ Typically, employees will be allowed access to the venue(s) they select within one week.
  - ◇ The City of Tacoma is not responsible for any injury that may occur to individuals while utilizing these facilities.
  - ◇ Facilities are to be used during an employee's personal time and not during work time.
  - ◇ Only City of Tacoma Employees are permitted access. Retirees, visitors, and children are not permitted in these areas.
  - ◇ Sharing of employee badges for access is strictly prohibited.
- Any employee who fails to comply with the Rules and Guidelines will have their privilege suspended immediately for six months and without a refund for the remainder of the month already paid.

### MEMBERSHIP FEE (FITNESS ROOMS)

- There is a \$5/month membership fee to access the fitness rooms in the EWCs. Employees can access both EWCs with the one fee (room access must be selected via the Release of Liability Form).
- This membership fee will be taken after-tax on the second pay period of each month and will be considered payment for that current month. Employees that submit the Release of Liability form after the second pay period of the month will typically still be able to access the room within two to four weeks of submitting the form (with fees beginning the following month).
- Employees must contact the Wellness Coordinator with a written request to cancel their membership. No refunds will be granted, but employees can restart their membership at anytime.
  - ◇ **Notice of cancellation for the current month must be received by the 10th of that month;** otherwise, cancellation is effective for the next month. **Email:** [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org); **Mail:** 747 Market ST, RM 1420, Tacoma, WA 98402
- There is no fee to use the locker/shower area at either location.

## ADDITIONAL RULES AND GUIDELINES FOR EWC/FITNESS ROOM USAGE

- It is highly recommended that you contact your health care provider prior to using the fitness facilities for advice on types of exercise that are appropriate for you.
- No food is permitted. Water and sport drinks are allowed if in sealable, non-glass containers.
- The City of Tacoma premises are tobacco-free; tobacco products are not permitted in the EWC.
- There is a 30-minute limit on all cardiovascular equipment when others are waiting.
- You are expected to wipe down all fitness equipment (cardiovascular equipment, weights, bands, mats, and exercise balls) immediately after use. Supplies will be provided.
- Appropriate attire/coverage is required at all time, including a shirt/tank, pant/short, and shoes.
  - ◇ Examples of approved workout attire includes: gym shorts, yoga pants, sweat pants, tee shirts, long-sleeved shirts and tank tops.
  - ◇ If employees are visiting the Fitness Room during a short break (15 minute maximum), employees may participate in light stretching/activities in work attire, but tennis/running shoes are required.
- Groups using the online subscriptions through BeachBody or Daily Burn must reserve an exercise session on the Outlook Calendar. The rooms are called “Fitness Room TMBN” and “Fitness Room TPU-ABS” at the EWCs located at the Muni Complex and TPU, respectively.
  - ◇ Please refer to the [“Employee Instructions for Online Exercise Subscriptions”](#) for more details.
- You can bring in your own exercise mat or bands (if applicable) at your own risk.
- Towels are not provided for employee exercise.
- Disrupting or interfering with the workout of another employee or class session is not permitted. Respect the rights of others by using courteous and appropriate behavior. Profanity is not allowed.
- Cell phone camera/video usage is not allowed in the Fitness Room. If you receive a phone call you should exit the room so that you are not disrupting others who are exercising.
- Using your phone or tablet to listen to music or watch a video is permitted, but you must use headphones.

## LOCKER ROOM/SHOWER USAGE (EWC @ MUNI COMPLEX)

- There are Americans with Disability Act (ADA) compliant lockers and showers available.
- The City of Tacoma is not responsible for lost or stolen items.
- Lockers and showers located inside the EWC are available to active employees at no charge. Employees must bring their own personal lock for a locker.
- The lockers are available on a first-come, first-served basis. To ensure everyone has an opportunity to utilize the space, you are required to take your lock home at the end of each day.
- The City of Tacoma will not reimburse locks removed due to non-compliance to the aforementioned rule.

## **LOCKER /SHOWER ROOM USAGE (EWC @ MUNI COMPLEX), CONT.**

- Employees must bring their own towel.
- A combination soap and shampoo dispenser will be included in all showers.
- If you choose to bring your own toiletries for showering, you are expected to remove those items from the area after your visit.
- Personal effects of negligible value (such as clothing, umbrellas, toiletries) that are not removed within a reasonable time after your visit will be discarded or donated. Property of significant value (such as more than \$50.00) will be temporarily stored at the Customer Support Center.
- Employees shall wear shirts and pants/shorts at all times while outside of shower and changing rooms. This is a co-ed environment and nudity/partial states of undress (such as sports bra, underwear, towel) outside of the privacy of the shower or changing room is unacceptable.
- Only one person per shower room is permitted.

## **LOCKER/SHOWER ROOM USAGE (EWC @ TPU)**

- Lockers and showers located are available to active employees at no charge. Employees should bring their own personal lock for a locker.
- The lockers are available on a first-come, first-served basis. To ensure everyone has an opportunity to utilize the space, you are required to take your lock home at the end of each day.
  - ◇ Current T&D and other employees who currently have been assigned permanent lockers in the TPU Locker/Shower Room do NOT have to remove their items on a daily basis.
- The City of Tacoma will not reimburse locks removed due to non-compliance to the aforementioned rule.
- Employees must bring their own towel.

# City of Tacoma

## Employee Wellness Center(s)

### Release of Liability



Please **read** and **initial** the following indicating your agreement as to each:

I agree that my use of the Employee Wellness Center (EWC) is voluntary, and I accept and assume responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur as a result of my use of the EWC facility, equipment, or resources.

In consideration of my use of the EWC, on behalf of myself, my heirs, executors, administrators, successors and assigns, I hereby release and hold harmless the City of Tacoma from any current or future claims, damages, or causes of action of any kind arising out of my use of the EWC facility, equipment, or resources.

I understand that the City of Tacoma does not provide supervision for the use of the EWC facility, equipment, or resources.

I agree to comply with all rules imposed by the City of Tacoma regarding the use of the EWC facilities, equipment, and resources. I will refrain from using any EWC equipment in a manner inconsistent with its intended design and purpose.

I understand and agree that the City of Tacoma is not responsible for property that is lost, stolen, or damaged while in, on, or about the EWC premises.

I understand and agree that my use of the EWC is on my own personal time, and that my use of the EWC facility, equipment, and resources is not within the course or scope of my employment.

I understand that there is a \$5.00/month membership fee that I will pay via a payroll deduction (after-tax) from the second paycheck of each month if I select access to the Muni Complex and/or TPU Fitness Rooms regardless of use.

I understand that I must contact the Wellness Coordinator at [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org) or 747 Market ST, RM 1420, Tacoma, WA 98402 if I would like to cancel my membership. Notice of cancellation for the current month must be received by the 10th of that month; otherwise, cancellation is effective for the next month.

**I HAVE READ, UNDERSTOOD, AND AGREE TO THE CONTENTS OF THE RULES AND GUIDELINES AND RELEASE OF LIABILITY. I VOLUNTARILY EXECUTE THIS DOCUMENT WITH FULL KNOWLEDGE OF ITS CONTENT.**

**I would like access to the following:**  
**(Please select all that apply)**

Fitness Room @ the Muni Complex

Fitness Room @ TPU

Locker/Shower Room @ the Muni  
Complex (no fee)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Worksite/Department: \_\_\_\_\_

**Submit this form to the email, fax number or mailing address listed below.**

**Email:** [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org) **Fax:** 253.591.5873

**Mail:** Wellness Coordinator, City of Tacoma, HR Department, 747 Market Street, RM 1448, Tacoma, WA 98402