



Use of District Gymnasiums and Exercise Facilities by District Employees Safety Standard

Colorado Springs School District 11

SAFETY STANDARD

Use of District Gymnasiums and Exercise Facilities by District Employees

1. This Safety Standard was developed by the Safety Office, Risk Related Activities Department.
2. A technical review and content acceptance was performed by:
 - Director of Athletics and Physical Education
 - Director, Facilities Department
 - Risk Manager, Risk Related Activities Department
 - Executive Director of Procurement
 - Executive Director of Human Resources
3. This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.

Approved: _____

Date: _____

4/30/24

Brandon Comfort
Chief Resources Officer

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Purpose and Scope:

The purpose of this standard is to provide employees of Colorado Springs School District 11 with the minimum requirements for the use of District gymnasiums and exercise facilities by District employees.

Responsibilities:

Risk Related Activities Department:

- Develop and administer the standard.
- Provide assistance to locations in the implementation of this standard.

District 11 Schools and Other Buildings:

- School Principals, Assistant Principals, and designated Building Administrators are responsible to ensure compliance with this standard in the schools which supervisory and operational responsibility has been designated.
- Employees are responsible for complying with this safety standard.

Procedures:

- **DISTRICT EMPLOYEES ONLY** are permitted to use the gymnasium/exercise facilities at no charge. **NO GUESTS** will be allowed to attend with an employee.
- Swimming pools are excluded from personal use.
- Only fitness/wellness activities approved by the principal at the requested school will be allowed.
- All employees must register with the school principal to use the school gymnasium/exercise facility where they are employed.
- The principal of the requested school may choose a designee to register employees and keep the necessary paperwork on file.
- If employees want to use the gymnasium/exercise facility at a school where they are not employed, they will need a sponsor who is employed at the requested school.
- Employees may register to use a District gymnasium/exercise facility on a first come, first served basis, but must understand that they may be bumped for District rental events.
- All employees must sign and have on file at the requested school a Release of Liability for Personal Use of D11 Gymnasiums and Exercise Facilities. This form shall be completed and filed with the school on an annual basis. Proof of the employee's medical/health insurance must be attached to the release form (attached).
- Time and use of access to the gymnasium/exercise facility, and equipment usage is at the discretion of the school principal.
- All employee activities must be scheduled on the Schedule FM school calendar.
- Employees are responsible for leaving the facility in the condition in which it was found. If clean-up is required after employee use, the employee may be charged for custodial services.

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Release of Liability for Personal Use of D11 Gymnasiums & Exercise Facilities

I, _____, understand that my personal use of D11 gymnasiums and/or exercise equipment is undertaken at my own risk and only on my personal time.

I understand that Colorado Springs School District 11 is not responsible for any injury I may suffer as a result of using District 11 facilities and/or equipment. I also understand that any injury incurred while using the facility and/or equipment on my personal time, and not within the course and scope of my employment, is not covered under the District 11 Worker's Compensation program, and that I am personally responsible for any and all medical treatment and associated costs that I may incur if I am injured while using District 11 facilities and/or equipment.

I further understand that personal use of any District 11 facility and/or exercise equipment is a privilege for currently employed District 11 employees ONLY and not a right and that permission for such use may be revoked by the District at any time, for any reason. In consideration of that privilege, I am signing this Release of Liability and agree to be bound by the terms and conditions herein. By signing this Release, I expressly assume any risks whether such risks are known or unknown to me at this time. I further release the District (to include its employees, Board of Education members, directors, officers, servants, volunteers, agents, and insurance carriers) from any claim that I may have against them. This release of liability shall include, without limitation, any claims for negligence or breach of warranty that I may have against the District (to include its employees, Board of Education members, directors, officers, servants, volunteers, agents, and insurance carriers). This release of liability is also intended to cover all claims that members of my family or my estate, heirs, representatives, or assigns may have against the District (to include its employees, Board of Education members, directors, officers, servants, volunteers, agents, and insurance carriers). Except to the extent that a claim might be based upon the sole and exclusive gross negligence of the District, I further agree to indemnify and hold harmless Colorado Springs School District 11 from any and all liability resulting from my participation in this activity.

I also understand that I may not, under any circumstances, bring in anyone not currently employed by District 11 to utilize District facilities.

District 11 swimming pool facilities are specifically excluded from personal use by anyone, unless such use is in accordance with District 11 rental policy KF-R.

Participant's Name (please print)

Participant signature

Date

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Principal / Dept. Head (please print)

Principal / Dept. Head Signature Date

Below please fill in hours and dates of use requested and approved:

Dates of Use	Hours of Use