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# Fitness Centre Fob Use Policy

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Date Approved by Council: May 15, 2023

Resolution No: -2023

Lead Role: Administration/Recreation

Replaces: n/a

Last Review Date: n/a

Next Review Date: May 2025

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## **Policy Statement**

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The purpose of this policy is to provide guidelines for the use of Fitness Centre Access Fobs and to ensure fob holders are accountable for use.

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## **Guidelines**

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The Village of Elbow (Village) will issue a Fitness Centre Fob to all new members as a means to access the Schikowski Fitness Center in the Harbor Golf Community Center, #1 Lakeside Rd, Elbow.

### **Deposits**

The deposit on the fobs are as follows:

- a) New Member – \$25.00 payable when a new membership taken out
- b) Current Member as of May 15 2023 – no charge
- c) Membership Renewal - \$25.00 payable upon renewal of gym membership

### **Lost Fob**

The charge for a lost fob for any member is \$25.00.

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## **Procedures**

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### **General**

Fitness Centre fobs are the responsibility of the member.

### **Responsibilities of Fob holder**

#### **The Fob Holder Shall:**

1. Keep the fob safe from harm (breakage etc.)
2. Use only for personal fitness centre use.
3. Return the fob to the Recreation Director or Village Office if there is no longer a need to retain the fob (expiry of membership and non-renewal).

#### **The Fob Holder Shall Not:**

1. Give their fob to anyone else, other members or otherwise.
2. Use for any other purpose than personal fitness centre use.

### **Non-compliance with Responsibilities of Fob Holder**

Non-compliance with the Responsibilities of Fob Holder, as listed above, will result in cancellation of the member's Village-supplied fob & termination of their fitness centre membership.

**Responsibilities of Recreation Director/Administration**

1. Provide as requested, to the member, a fob for fitness centre use when paying for a membership.
2. Activate the fob on Alarm.com for fitness centre use for the membership period specified.
3. Cancel the fob when:
  - a) it is lost or stolen;
  - b) an employee leaves the employ of the Village (that has a fob); or
  - c) when a member no longer requires the fob.
4. Keep track of fob deposits and refund as necessary.
5. Act immediately upon notification that abuse or improper use of a fob is taking place or suspected.
6. Follow-up with fob holders, as seen appropriate, to investigate unusual activity.

**Disciplinary Action**

A fob holder who intentionally and without authorization uses or abuses fob privileges will be subject to disciplinary action, including: restitution to the Village of Elbow, possible fob cancellation, possible termination of employment, and/or criminal prosecution.

**APPENDIX A—Fob Holder Declaration**

**Village of Elbow Fob Holder Policy**

**Fitness Center Fob Holder Declaration**

Fob Holder Name & Title (if Village Employee)	Fob Number

**Although this fob is issued in your name, it is the property of the Village of Elbow and must be used in accordance with the Village’s policies and procedures.**

**By signing this declaration you acknowledge that you have received the fob indicated above, reviewed the Village Fitness Centre Fob Policy and agree to comply with the following terms and conditions:**

- This fob is provided to you based upon you paying for a fitness centre membership. This fob may be revoked at any time.
- This fob is for fitness centre use only.
- You are the only person entitled to use this fob and you are responsible for its use.
- Any unauthorized use of this fob will be subject to appropriate disciplinary action.
- This fob must be used in accordance with all Village policies and procedures, noting that new policies may be created and old policies amended.
- Employee fobs must be returned to the Administrator/Village Office immediately upon request and in the event of your resignation, retirement, or dismissal. Once a fob has been returned no further use of this fob will be authorized.

**As the holder of this fob, you are responsible for its protection and safekeeping. If this fob is lost or stolen you are required to immediately advise the Recreation Director/Village Office.**

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

\_\_\_\_\_  
Signature of Fob Holder

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mailing Address (complete)

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date