



Submission Instructions:

Scan and submit this application package to staffwellnesscentre@southlakeregional.org.
Include your Par-Q+ form in the same email but as a separate document.

Application Form

Name: _____

Employee # (if applicable): _____

Position: _____

Department: _____

Prox #: _____

(5-digit number on your badge)

Emergency Contact:

Name: _____

Relation: _____

Phone Number: _____

Application Checklist:

- Application Form
- Staff Wellness Centre & Equipment Waiver Form
- Payroll Deduction Form
- Rules and Regulations Form
- Par-Q+ form (attached as a separate document in same email)



Staff Wellness Centre & Equipment Waiver Form

I understand each person has a different capacity for exercise, and there is a risk of injury involved in my participation in the Southlake Staff Wellness Centre, including the use of Fitness Equipment. It is my obligation to immediately discontinue any physical activity should I suffer from any pain, discomfort, shortness of breath, fatigue, dizziness or other problems or symptoms that I may suffer or become aware of before, during, and immediately after my participation. It is also recommended that I consult with a medical doctor prior to enrolling in the Southlake Staff Wellness Centre.

I release Southlake Regional Health Centre and its agents from all liabilities for any injuries or damages which I may incur in conjunction with or as a result of my use of the Southlake Staff Wellness Centre or any of its programs.

Signature: _____

Date: _____

Employee # (if applicable): _____

Witness Signature: _____

Witness Name: _____



Payroll Deduction Form

I, _____ authorize Payroll Services to deduct \$9.00 from my pay cheque for all pay periods as my Southlake Staff Wellness Centre Membership fee.

Should for any reason I do not receive a pay cheque, i.e. have not worked any hours, on leave of absence, etc., I understand that my deduction will go into arrears and will be deducted from my next available pay.

I understand this deduction will be ongoing until I notify in writing of my intention to cancel my membership via the Staff Wellness Centre Cancellation Form.

Payroll deductions will begin on the first pay period after my membership to the Staff Wellness Centre is approved.

_____ OR _____

I have paid for a membership online.

Please complete below regardless of payment method:

Signature: _____

Date: _____

Employee # (if applicable): _____



Rules and Regulations

Southlake Staff Wellness Centre is located on the first floor of the Medical Arts Building. Membership includes 24-hour access with your ID Badge to the Fitness Centre and access to Fitness Classes in the Studio.

Member Rules and Regulations:

Members will:

- Sign a waiver form, a Par-Q, and payroll deduction form as part of the application process.
- Sign a new Par-Q form each year and/or if their health status changes.
- Wear proper footwear.
- Never lend out their ID badge, and understand that doing so is a violation of the Use of Identification Badges Policy and may result in termination of membership.
- Not bring food into the Staff Wellness Centre.
- Wipe down equipment with cleaning supplies provided after each use.
- Switch off TV and lights if you are the last person leaving the Studio.
- Not use hospital towels in the Staff wellness Centre.
- Report any damaged or broken equipment to the Staff Wellness Centre administrator.
- Sign up to use fitness equipment using the provided sign-up sheets and limit the duration of equipment use to 20 minutes during peak times.

Other Important Information:

- If you are accessing the Staff Wellness Centre between the hours of 2200 and 0600, we encourage you to notify security to inform them of your presence. If you require assistance, or if at any time that you feel uncomfortable there are Southlake phones available in the Staff Wellness Centre.
- Staff Assist Pendants do not work in the Medical Arts Building. Staff must dial extension 2333 in case of a Code White emergency.
- The hours of the Staff Wellness Centre may be reduced at any time if equipment is damaged or missing and the user fee may be adjusted at the discretion of the Staff Wellness Centre administrator.
- Due to liability issues, children are not allowed in the Staff Wellness Centre.
- Lockers available in the Staff Wellness Center are day-use only and staff must bring their own locks.
- For your safety, we recommend you use the treadmill safety clips when using the treadmill machines.

I agree to the above Rules and Regulations:

Signature: _____

Date: _____

Employee # (if applicable): _____