



**Submission Instructions:**

Scan and submit this application package to [staffwellnesscentre@southlakeregional.org](mailto: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: \_\_\_\_\_



## **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.
- 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): \_\_\_\_\_