

## GYM ACCESS REQUEST FORM

Employee Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work #: \_\_\_\_\_ Home#: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

- Denied for Gym Access at City Hall by Risk Management  
 Approved for Gym Access at City Hall by Risk Management

Authorized Name: \_\_\_\_\_ Work #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Employee is responsible for gym access badge. Any lost or stolen badges must be reported immediately to Human Resources, x5077. Employees will be charged \$10 for replacement of lost or stolen badges- this must be paid at the time the new badge is issued and is nonrefundable. Cash or checks are accepted for payment.
- Cards are heat sensitive, e.g., car dashboards, visors and clothes dryers.
- DO NOT let other employees use your card.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

