

*Office of Diversity and Inclusion: Office of Outreach & Engagement*

**Policy Name:** Hale Hall  
Exercise Equipment Use and  
Reservations

**Policy Number:** 111.10

**Effective Date:** March 3, 2014  
**Revised Date:** August 13, 2014  
**Reviewed Date:** N/A  
**Supersedes:** N/A

Definitions

**Effective Date:** Date policy was released and became effective  
**Revised Date:** Date substantive content changes are approved by the policy authority  
**Reviewed Date:** Date policy is reviewed and found to be current  
**Supersedes:** Policy number this policy replaces

**Applies to:** This policy applies to the Office of Diversity and Inclusion (ODI) and Office of Outreach and Engagement (O&E) staff

**Consequences for Non-compliance are:** Inability to use and reserve Hale Hall Exercise Equipment

**Policy Authority:** This policy is authorized by the Vice Provost for Diversity and Inclusion, Vice President for Outreach and Engagement,

**PURPOSE OF THE POLICY**

The purpose of this policy is to ensure proper use of and equitable access to the common exercise equipment housed in Hale Hall for all Office of Diversity and Inclusion and Office of Outreach and Engagement Administrative and Professional and Classified Civil Service staff.

**RELATED POLICIES**

ODI/O&E Health and Wellness Activity Flextime Policy - #16.12

**Definitions**

Term	Definition
User	The person who uses and is responsible for the exercise equipment.
Floor Representative	A designated staff member responsible for the efficient operation of a floor.

**Policy Details**

- I. Hale Hall exercise equipment is housed in the Ground Level Staff Room (Room 10)
  - A. The elliptical machine is designated as 10E
  - B. The treadmill is designated as 10T
- II. Limited resources, a large combined staff, and liability issues warrant limiting the use of equipment to Office of Diversity and Inclusion and Office of Outreach and Engagement staff only.
  - A. Soliciting for or granting permission for use of the exercise equipment for non-staff are strictly prohibited.
- III. Only staff members who have signed, dated, and submitted the Office of Diversity and Inclusion and the Office of Outreach and Engagement’s “*Release of Liability*” form may use the Hale Hall exercise equipment.
  - A. A copy of the “*Release of Liability*” form is contained in Attachment I of this policy.

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- B. The completed form must be submitted to Karen Alsbrooks, PhD., Wellness Innovator; The Ohio State University, Office of Diversity and Inclusion and the Office of Outreach & Engagement; 207F Hale Hall, 154 W. 12th Av.; Columbus, OH 43210
- IV. Users are responsible for educating themselves on the use of the equipment by reading any available training manual for all exercise equipment owned by ODI/O&E.
  - A. Operation manuals will be kept in close proximity to the exercise equipment in the Ground Level Staff Room (Room 10).
- V. Staff must reserve the exercise equipment through a pen-and-paper reservation system
  - A. Reservations may not be made on the behalf of other staff.
  - B. Reservations may not be made on the behalf of graduate or undergraduate student staff.
- VI. Office of Diversity and Inclusion staff from remote locations may use the exercise equipment when visiting Hale Hall and must follow the reservation procedure.
- VII. Exercise Equipment Use
  - A. The user is solely responsible for the proper operation of and well-being of all reserved exercise equipment. Damaged caused to the equipment during a reservation is attributable to the staff whose name the reservation is in during the time any damage occurs.
  - B. The exercise equipment is not to be moved from the permanent places established.
  - C. The exercise area is equipped with cleaning supplies (sprays, wipes, paper towels, etc.)
    - 1. Each user is required to clean the surfaces of the equipment after each use.
      - a. The sanitizing spray should never be sprayed directly on the equipment but should be applied to a towel or paper towel then used to wipe the equipment.
    - 2. The cleaning items are dedicated to the exercise area and should not be removed from the rooms under any circumstances. Request for any additional exercise room supplies should be made to Yolanda Slade ([slade.25@osu.edu](mailto:slade.25@osu.edu); 292-2150)
  - D. Please report ,via email, any damage to the exercise equipment to Buckeye Wellness Innovator, Dr. Karen Alsbrooks ([alsbrooks.1@osu.edu](mailto:alsbrooks.1@osu.edu); 247-7080)
- VIII. Security
  - A. Due to potential theft, vandalism, and security issues in Hale Hall, the door of Room 10 will be locked before 8 am and after 5 pm.
  - B. The user is responsible for gaining entry to a locked Ground Level Staff Room. Access to the room can be obtained through the following:
    - 1. Greg Williams ([williams.2205@osu.edu](mailto:williams.2205@osu.edu) ; 2-4355)
    - 2. Norris Freeman ([freeman.142@osu.edu](mailto:freeman.142@osu.edu) ; 2-4609)
    - 3. Mark Griffin ([griffin.337@osu.edu](mailto:griffin.337@osu.edu); 2-0720)
    - 4. Karen Alsbrooks ([alsbrooks.1@osu.edu](mailto:alsbrooks.1@osu.edu) ; 7-7080)
    - 5. Larry Williamson ([williamson.1@osu.edu](mailto:williamson.1@osu.edu); 2-0108)
    - 6. Yolanda Slade ([slade.25@osu.edu](mailto:slade.25@osu.edu) ; 2-2150)
    - 7. Lee Smith ([smith.35@osu.edu](mailto:smith.35@osu.edu); 2-0149)
  - C. The user is responsible for locking the door at the end of the reservation if the reservation occurs after 5pm. Room 10 has a manual push buttons to engage the lock.

## Procedure

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**Effective Date:** 03-03-2014

**Revised Date:** 08-13-2014

### I. Equipment Reservations

- A. Reservations are on a first-come-first-served basis.
- B. Potential users review the equipment sign-up sheet for the desired time slot availability
  - 1. The time sheet is kept on a clipboard on the exercise table between the exercise equipment in Room 10.

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2. If time sheets are not available see ODI/O&E Wellness Council member LaShalle Harvey-Johnson ([harvey.129@osu.edu](mailto:harvey.129@osu.edu); 514-6068) for additional sheets.

C. The staff member enters all information on the sign-up sheet thus reserving the block/s of time

## II. Conflict Resolution

- A. If a staff member desires an exercise equipment reservation time that is already reserved, it is that individual's responsible to contact the user of record to negotiate a change.
- B. If the holder of the reservation agrees to relinquish the reservation, then he or she must remove this or her name from the sign-up sheet.
- C. The new user then follows the reservation procedure

## Resources required for policy and procedure

Not applicable

### Policy Authorities

Position or Office	Responsibilities
The Building Council	To oversee the efficient operation of the building.
ODI/O&E Health & Wellness Council	Oversees health and wellness initiatives in the Office of Diversity and Inclusion and the Office of Outreach and Engagement

### Contacts: Building Council Members

Subject	Office	Telephone	E-mail/URL
Karen Alsbrooks, Co-Convener	207F	247-7080	<a href="mailto:alsbrooks.1@osu.edu">alsbrooks.1@osu.edu</a>
Celeste Coleman, 3 <sup>rd</sup> Floor Rep.	Cubicle 340	688-5787	<a href="mailto:coleman.519@osu.edu">coleman.519@osu.edu</a>
Vicki Reed, 2 <sup>nd</sup> Floor Rep.	204	247-7795	<a href="mailto:reed.749@osu.edu">reed.749@osu.edu</a>
Yolanda Slade, Ground Floor Rep.	Cubicle 51	292-2150	<a href="mailto:slade.25@osu.edu">slade.25@osu.edu</a>
Lee Smith, 1 <sup>st</sup> Floor Rep.	103B	292-0149	<a href="mailto:smith.35@osu.edu">smith.35@osu.edu</a>
Greg Williams, 2 <sup>nd</sup> Floor Rep.	206	292-4355	<a href="mailto:Williams.2205@osu.edu">Williams.2205@osu.edu</a>
Larry Williamson, Co-Convener	105	292-0108	<a href="mailto:Williamson.1@osu.edu">Williamson.1@osu.edu</a>
Other Policy Contacts			
LaShalle Harvey Johnson	103	514-6068	<a href="mailto:harvey.129@osu.edu">harvey.129@osu.edu</a>

### Strategic Plan Connection:

- a. Not applicable

### History (All changes must be listed sequentially)

Proposed: 02-04-2014

Issued: 03-03-2014

Revised: 08-13-2014

Edited:

Reviewed:

Policy:

Procedure:

Policy name change:

Policy number change:

**ATTACHMENT I**



**Office of Diversity and Inclusion  
Office of Outreach & Engagement**

**Release of Liability**

In exchange for participation in the activity of exercise on equipment (including but not limited to WalkStations, exercise balls, Gaiam Ball Chairs, treadmills, ellipticals, fitness room, mini-trampolines, etc.) owned by the Office of Diversity and Inclusion and the Office of Outreach & Engagement ("ODI/O&E") or exercise class, instructed by professionally certified instructors authorized and employed by The Ohio State University, and/or use of the property, facilities and services of ODI/O&E, I agree for myself and (if applicable) for the members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by ODI/O&E, or the employees, representatives or agents of ODI/O&E.
2. I recognize that there are certain inherent risks associated with the physical activity and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge ODI/O&E for injury, loss or damage arising out of my or my family's use of or presence upon the facilities of ODI/O&E, whether caused by the fault of myself, my family, ODI/O&E, or other third parties.
3. I agree to indemnify and defend ODI/O&E against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of ODI/O&E.
4. I agree to pay for all damages to the facilities of ODI/O&E caused by my or my family's negligent, reckless, or willful actions.
5. Any legal or equitable claim that may arise from participation in the above shall be resolved under Ohio law.
6. I agree to take the responsibility of educating myself on the use of the equipment by attending any requisite equipment training or by reading any available training manual for all exercise equipment owned by ODI/O&E.

**I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.**

In case of an emergency, please contact \_\_\_\_\_ Relationship: \_\_\_\_\_

at \_\_\_\_\_ (Day ph. #), or \_\_\_\_\_ (Evening ph. #).

Participant's name: (print) \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Please return to: Karen Alsbrooks, PhD., Wellness Innovator; The Ohio State University, Office of Diversity and Inclusion and the Office of Outreach & Engagement; 207F Hale Hall, 154 W. 12th Av.; Columbus, OH 43210. Rev.# 3