



GYM Use Guidelines

All groups requesting gym usage must comply with the following user guidelines.

1. Users must provide insurance in the amount of One Million Dollars in Commercial General Liability and realize that they are responsible for their users actions and subsequent damages that may occur within the gym during their use.
2. **All users are responsible for the cleaning of gymnasium after each use.** These duties include - dry sweeping floor, picking up any garbage or loose items, and removing any scuff marks from improper shoes. Customer Service staff will show your group where to find the gym clean up materials. Rental deposit will be enforced for clean up of the Gymnasium.
3. **Each group using the gymnasium will be responsible for the set up and take down of any equipment the group needs for its activity.**
4. Customer Service staff will ensure all equipment is accounted for and is in proper working order at the completion of each use. If anything is found to be in need of fixing or cleaning, the user will be notified and a work order will be initiated. Maintenance will follow-up with repairs, forwarding any charges to the user group.
5. The Gym participants can obtain first aid care from the Customers Service Staff located at the desk on the main floor. All accidents & injuries must be reported to the Customer Service reception desk immediately.
6. All Gym users must follow the **MICEC's Code of Conduct** and **Gym Rules**. You can review these documents posted in the Gym and online at <http://www.mercergov.org/gym> . No aggressive behavior will be permitted.
7. **Cancellation fees:** A \$25.00 cancellation fee for reservations canceled prior to 14 days before the reservation date. Cancellations made less than 14 days before your reserved date, will result in the loss of your rental fees or deposit, whichever is greater.