



USDA EMPLOYEE SERVICES & RECREATION  
ASSOCIATION FITNESS CENTERS  
**APPLICATION FOR MEMBERSHIP**

Office Use Only:		
<input type="checkbox"/>	Processing Fee (\$30 non-refundable)	Expires _____
<input type="checkbox"/>	Membership Payment: _____	Staff Initials: _____
<input type="checkbox"/>	Total Paid: _____	
<input type="checkbox"/>	Payroll Deduction	

**Personal Data:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department: \_\_\_\_\_ Agency: \_\_\_\_\_ Building: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

<b>Medical Data:</b>	<b>Medications:</b> _____	<b>For:</b> _____
<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Dizziness/Fainting	<input type="checkbox"/> Bone/Joint Problems
<input type="checkbox"/> Heart Attack	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Heart Murmur	<input type="checkbox"/> Epilepsy/Seizure	<input type="checkbox"/> Surgery
<input type="checkbox"/> High Blood Pressure (140/90+)	<input type="checkbox"/> Lung Disorders	<input type="checkbox"/> Thyroid
<input type="checkbox"/> Stroke	<input type="checkbox"/> Asthma	<input type="checkbox"/> Pregnant
<input type="checkbox"/> Cancer	<input type="checkbox"/> Allergies	<input type="checkbox"/> Kidney Disorders

**USDA/ESRA FITNESS CENTER RULES & REGULATIONS**

1. Fitness Center hours are 6:00am to 2:00pm (South Building) Monday through Thursday, excluding Federal Holidays. However, ESRA reserves the right to change these hours of operation without notice.
2. **All dues and fees are non-refundable. A \$30 Processing Fee is required for all members who join, or cancel and rejoin.**
3. All "day-use" lockers are for use only during the time you are in the Center. Anything left overnight will be subject to removal.
4. NO guests are allowed to use the facility without approval from ESRA management or without a trial pass.
5. NO smoking is allowed in the Center, nor are food or drinks. Water is permitted with a lid on the bottle.
6. Appropriate EXERCISE CLOTHES must be worn while working out in the Center. Street clothes or shoes are not permitted.
7. Be courteous of other members and place free weights back on racks when finished using them.
8. Limit your exercise time to 30 minutes on the cardio equipment at peak hours (11am-1pm).
9. The USDA/ESRA Fitness Center is not responsible for LOST, STOLEN, DAMAGED, or MISPLACED property.
10. The Fitness Center office is for employees only, unless you are there for official business.
11. No one is permitted to stretch in the aerobics room while classes are being held, unless permission is given by the instructor.
12. All members are responsible for canceling their membership in writing to ESRA, as well as the National Finance Center if using Payroll Deduction. ESRA is not responsible for dues paid to NFC and all dues are non-refundable.

*I have read and clearly understand the above USDA/ESRA Fitness Center regulations and agree to abide by them or risk having my membership suspended or canceled.*

**USDA EMPLOYEE SERVICES & RECREATION ASSOCIATION FITNESS CENTERS  
APPLICATION FOR MEMBERSHIP/LIABILITY RELEASE**

I, \_\_\_\_\_, do hereby release (1) the United States Department of Agriculture (USDA) and its officials, (2) the USDA Employee Services & Recreation Association (ESRA) and its Officers, Board of Directors, employees, managing agents, and members, and (3) any and all successors to any of the above from any and all liability, including death or bodily injury and property damage to persons or property of others resulting or caused by any act or omission of the applicant. The applicant hereby waives any and all claims which might otherwise arise against the USDA, ESRA, and any of said officials, for any damages, loses, or injuries which the applicant may sustain to his/her person or property, in, or as a result of using the physical fitness and exercise facilities and equipment maintained at and under the management and control of ESRA, or using any services provided at or in connection with any ESRA Fitness Center notwithstanding the application's payment of a fee or fees for the privilege of using such facilities equipment or services. I understand that if an attendant or staff member is not on duty that I am working out "at my own risk."

The applicant shall exercise special care to avoid damage to the facilities and property of others and assumes all responsibility for and agrees to indemnify the USDA and ESRA from and against any and all loss or damage or claims, demands, suits, or judgments, including attorney fees, resulting from the activities and all acts or omissions of the applicant. Applicant shall make an immediate report to the Association of the occurrence of any loss or damage.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Agency \_\_\_\_\_

## Fitness Center Policies & Procedures: Membership Payments

To: All USDA/ESRA Fitness Center Members

**Membership Payments:** All members are responsible for membership dues and locker dues upon the first day of joining the ESRA Fitness Center. We have two simple and convenient ways to make your payment:

1. Automatic Payment via Credit Card
2. Payroll Deduction

### **Payment Policy: Credit Card on File Required**

The ESRA Fitness Center uses a cloud-based membership tracking software called EZFacility. Through this software, we accept credit card payments through Constellation Payments and their credit card processor, Elavon. Both EZFacility and Constellation Payments are PCI compliant Level 1, which is the highest level of compliance that you can obtain. These secure, automatic payments allow ESRA to be more accurate and efficient as well as provide better services to our members. This software also allows you to purchase goods with a credit card kept on file, such as sports drinks, protein shakes, snacks and toiletries.

All new members who sign up for the Fitness Center (both automatic payments and payroll deduction) will be required to provide a valid credit card to keep on file in this software. This information will remain securely stored and ESRA staff will not have access to this information. Your credit card will be used for billing purposes only such as: membership dues, locker dues and merchandise purchases as applicable.

**Automatic Payment Members:** Memberships are billed monthly and can be cancelled at any time with 7 days' notice. Your membership will be prorated to include the remaining days of the current month, and the monthly fee for the first month. At the end of the first month the software will automatically renew your membership for another month.

**Auto-Bill Cancellation Policy:** All payments are non-refundable, and you are responsible for canceling your membership before you are automatically renewed. You are required to submit your cancellation in writing or by email 7 days prior to your expiration date to the Fitness Center: [esrafitness@gmail.com](mailto:esrafitness@gmail.com).

**Payroll Deduction Members:** For those who use payroll deduction, you need to be aware that it sometimes takes up to 3-4 months for deductions to be processed by the NFC and for ESRA to receive your dues. If your payroll allotment is not processed immediately by HR, ESRA will automatically charge your credit card on a monthly basis until that request is processed. This payment will happen through our membership software and Constellation Payments. You also need to be aware that NFC policy is to only allow USDA employees 2 allotments for payroll deductions. If you have already used your allotment, you cannot use payroll deduction for your fitness center dues and you must pay with credit card. Please make sure that you have a free allotment available before applying.

**Payroll Deduction Cancellation Policy:** If you decide to end your membership, **it is your responsibility** to notify NFC through your personnel office to end your payroll deductions to ESRA. We are not permitted by the Department to do this for you. **ESRA will not refund your fees if the NFC fails to cancel your allotment.** Please see a Fitness Center Attendant for the NFC/Payroll Allotment cancellation form or visit our website at [www.usdaesra.org/fitness](http://www.usdaesra.org/fitness). You should also notify the Fitness Center staff if you intend to end your membership.

Additionally, please notify the Center if your name, address, email, or credit card information has changed.

I have read and understand this letter in its entirety. I authorize ESRA management to process my credit card under the above circumstances for my membership dues, locker fees and merchandise purchases as applicable. I understand that all charges are non-refundable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ESRA FITNESS CENTER CODE OF CONDUCT

Staff and members of the Employee Services & Recreation Association (ESRA) fitness center are expected to behave with civility and appropriate conduct. When you agree to join the ESRA Fitness Centers, you agree to cooperate with staff while utilizing the facility and other areas of authority. No refunds will be given for loss of membership privileges due to breach of the Code of Conduct. All members are to exercise good judgment in caring for the safety of others as well as themselves. In the event that you witness or experience threatening or inappropriate behavior by another individual, please report the situation immediately to a staff member. Standards of Conduct include, but are not limited to, the examples outlined below. The following types of conduct are specifically prohibited and may result in loss of membership:

**1. Aggressive Behavior:** The definition of aggressive behavior lies with the staff. Aggressive behavior is explicitly forbidden in the ESRA fitness center. You may not promote or engage in physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person. You may not use “fighting words” to harass any staff or member of the fitness center. If you engage in behavior that is considered aggressive, then your actions may result in temporary or permanent loss of privileges to the fitness center.

**2. Control:** Fitness Center staff employees of ESRA are responsible for managing and maintaining the safety of members. You agree to comply with the directions of staff employees acting in the performance of their duties. Failure to comply with staff requests, directions, or instructions will result in a loss of privileges.

**3. Unauthorized Entry:** You must have a valid membership for access to the fitness center. You may not enter unauthorized areas such as offices, gender opposite locker rooms, and closets, unless you are an employee of ESRA. Trespassers will lose privileges.

**4. Disorderly Conduct:** You may not engage in disorderly or lewd conduct including disorder associated with alcohol or controlled substances.

**5. Photography and Video Taping:** You are not allowed to photograph or videotape individuals or images in the fitness center or locker rooms without proper approval of ESRA.

**6. Unauthorized Commercial Activity:** You are not allowed to post, advertise, instruct in private lessons, or solicit individuals for personal services, unless approved by the GM of ESRA.

The following actions are considered Criminal Activities and will result in immediate security action. ESRA staff will contact the Office of Operations (OO), Protective Operations Division (POD) and request assistance addressing the immediate threat. Additional sanctions and restrictions will apply, including loss of privileges.

**7. Vandalism:** Damage to or destruction of any property of the ESRA or property of others while in the fitness center.

8. **Assault**: Rape, sexual assault, or sexual harassment.

9. **Theft**: Removal of or conversion of ESRA or property of others while in the fitness center.

10. **Firearms**: Use or possession of an explosive device, firearm, or other deadly weapon when in the fitness center.

### **Governance**

Violation of any of the Standards of Conduct is grounds for disciplinary action. Any ESRA employee of the Fitness Center may start disciplinary action against any member he/she deems to be in violation of the Standards of Conduct by:

- Requesting a stop to the violation/offending action
- Requesting a violator to leave the fitness center
- Requesting assistance from a ESRA Supervisor or authority, and/or calling the POD

The ESRA staff employee will also file a written report with the Supervisor/s for review. The ESRA Supervisor/s will:

- Read the written reports after the incident
- Determine immediate action, or
- Refer more serious complaints to the ESRA Advisory Board or OO/POD

The ESRA Advisory Board will:

- Meet monthly (or as needed) to review the more serious complaints and determine appropriate action
- Receive, hear, and rule on appeals

### **Appeals**

Violators have the right to appeal disciplinary actions. A valid appeal must concern either a misapplication or one of the Standards of Conduct. Appeals must be written and received within 14 days of issuance of disciplinary action. Appeal letters must be addressed to the General Manager of ESRA who will evaluate the appeal and determine appropriate action in consultation with the ESRA Board of Directors within a reasonable time frame.

I have read this statement and fully understand its contents. I agree to abide by the ESRA Fitness Center Code of Conduct in its entirety. I understand that if I do not abide by the Code of Conduct, it is grounds for my removal from the Fitness Center, with no financial compensation from ESRA whatsoever.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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