

## **GYM MEMBERSHIP REIMBURSEMENT POLICY**

East Greenbush Fire District #3 members can receive up to \$10.00 per month for membership at a qualified health and fitness center during that year. This policy has been adopted by the Fire District to assist in achieving a healthier lifestyle and assuring the physical fitness of its members and employees.

### **A. MEMBERSHIP**

1. To qualify, you must be one of the following:
  - a. An active member of the East Greenbush Fire District #3. Inactive members will not qualify.
  - b. A member of the Ladies Auxiliary active code 100 members.
  - c. Any paid East Greenbush Fire District #3 employee
2. You must be an active member for a minimum of six (6) months before you will qualify for the gym membership reimbursement.

### **B. INSURANCE**

Any member taking advantage of the reimbursement program does so at their own risk. The Fire District will not be liable for any accidents or injuries sustained while a member is using the fitness facility or using any of the equipment during the exercise process. This includes but is not limited to any accidents that occur from driving to or from the fitness facility. The member is to assume the risk and expense of transportation to and from the fitness center.

Each member should have their own health insurance to cover medical expenses in the event that an accident occurs.

### **C. REIMBURSEMENT REQUIREMENTS**

1. You will only be reimbursed up to \$10.00 per month.
2. You must use the fitness facility at least two times a week or eight times a month for six consecutive months for reimbursement.
3. To request reimbursement you must submit a copy of the contract (or status report on the fitness center's letterhead). If you have a multiple-year membership, you must submit a copy of the contract each year you take advantage of the membership reimbursement program.

You must also show supporting receipts indicating the amount paid and date of payment (or a bank billing statement if membership payments are made automatically). Supporting receipts must total at least the amount requested (\$10.00 per month).

The program administrator will review your request and determine whether the expenses are reimbursable. If they are, the payment will be made directly to you. If the expenses are not reimbursable, the program administrator will notify you in writing, including the reason for the denial.

I, the undersigned member understand the terms of this policy.

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Member

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Witness

Nancy J. Williams  
Secretary/Treasurer  
Board of Fire Commissioners  
East Greenbush Fire District #3