



**Authorization Form  
Seasonal, Temporary Non-standard Employees, and Interns  
of the Department of Parks and Recreation  
Facility Use Pass**

The pass is available for seasonal and temporary employees and interns of the department of Parks and Recreation. Employees must work one scheduled shift/week to be eligible for this benefit. Employees who are hired as substitutes are also eligible for the facility use pass. Substitutes are scheduled on an as needed basis. Supervisors will be responsible for monitoring substitutes' work schedule for eligibility requirements.

The following is required in order to receive a facility use pass:

- The employee must have this form, signed by their supervisor
- Check in is required at all facilities before working out. If you are working in another part of the facility, you must check in at the front desk before working out.
- The cost of the pass is \$15.00 every four months.
- There is a \$5.00 replacement fee for a lost pass.
- The pass will expire four months from the employee's eligibility date.
- Employees may purchase their pass at any recreation center.
- One towel per visit is included with your pass. We always recommend that belongings be locked in a locker.
- As an employee, we request that you use your discretion with usage during prime times and high demand classes (spin classes, noon classes at North, etc.) to provide a better experience for our full paying customers.

This form certifies that \_\_\_\_\_ is a City of Boulder Parks and Recreation seasonal, temporary employee or intern, meets the criteria and is eligible to receive a four month pass.

Supervisor's Signature (standard management employee) \_\_\_\_\_

Supervisor's Name (printed) \_\_\_\_\_

Employee's Name (Printed) \_\_\_\_\_

Today's Date \_\_\_\_\_

understand and agree to the conditions above for the facility use pass.

\_\_\_\_\_  
(Employee's Signature)

