



# CAPITOL HILL FITNESS CENTER

## MEMBERSHIP POLICY

### MEMBERSHIP COMMITMENT

All members agree to maintain their membership in good standing for a term of 12 months. Access to the fitness center will only occur after each person has completed their enrollment forms and paid his/her initial month's membership fee. **All members are required to log into the front desk upon entering the fitness center.** *Initials* \_\_\_\_\_

**Checks may be made out to DPH Worksite Wellness. There is a \$30.00 fee for all returned checks. Please notify Fitness Center staff of any changes or updates regarding account information associated with monthly ACH withdrawal.**

### MEMBERSHIP OPTIONS (check membership)

- \$24.99/month with a 12 month membership
- \$34.99/month to month
- **ACH draft will occur on the 15<sup>th</sup> of the month PRIOR to the membership month (i.e., Jan 15<sup>th</sup> payment will be for February membership dues)**
- **No additional joining fees**
- **One year fitness center fees can be paid in full at start of membership**

### CANCELLATION/TERMINATION

You are responsible for cancelling your membership if you choose not to renew after your 12-month membership is up. Month to month membership may cancel at any time prior to the 10th of the previous month. **Refund checks are not available.** If you anticipate moving, transferring, retiring or leaving the agency, you are responsible for contacting Capitol Hill Fitness Center staff to cease your ACH payments.

In the case of a medical condition, and your physician provides documentation that exercise must be discontinued, you will be allowed to freeze your membership for up to 180 days. Once your physician gives you written clearance for exercise, your account will be active again. *Initials* \_\_\_\_\_

\_\_\_\_\_  
Member Name (print legibly)

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Checking or Savings Account Number



[Revised 3/2016]