



City of Richmond

Monthly Continuous Membership Cancellation Form

The City of Richmond Monthly Continuous Membership Cancellation Policy is as follows:

The Member wishing to cancel their membership must submit their cancellation notice in writing using the form requested by the operator at least ten (10) business days prior to the requested cancellation date or in the alternative, will be charged the equivalent of one month's membership fee at the time of cancellation. There is also a \$25.00 cancellation fee for memberships that have been active for less than six (6) full months.

This cancellation policy may be amended by the Operator at any time with 30 days' notice to the Member. Upon approved payment of the charge and any remaining unpaid balance on the account, the cancellation will be processed as per the cancellation date stipulated on the form. Cancellations will not be accepted by phone and cannot overlap or run consecutively with a hold request. MEMBERSHIP CANCELLATION REQUEST

Barcode (# on pass): _____

I, _____, hereby request that my membership be
(print full name as seen on membership card)

cancelled as of (MM/DD/YYYY): _____.

The reason for my cancellation is:

I have read the above statements and understand that should I decide to rejoin the City of Richmond I will be required to pay the fees that are available at that time.

Member Signature

Date Submitted

OFFICE USE ONLY		
Receiving Staff Name (Please Print):		Date Received:
Next Payment Date:	Form Received Ten (10) Business Days Prior to Next Payment Date: Y / N	Date for Scheduled Cancellation (1 Day Prior to Next Payment Date):
Charge Admin Fee \$25 (If within 10 days-6 Months of Activation): Y / N	Processed by:	Date Processed: