



The Member may place their City of Richmond Monthly Continuous Membership and/or Annual Membership on hold up to twice per calendar year for a cumulative maximum of four (4) months. All City of Richmond membership privileges will be suspended during the hold period.

Requests for membership holds must be submitted in writing using the form requested by the Operator at least ten (10) business days prior to the hold start date and must specify the duration of the hold period. Membership holds cannot be backdated. Membership holds requested for a medical condition preventing use of the Facility must be accompanied by a doctor's note indicating the range of absence. Medical holds accompanied by a doctor's note will not be included in the member's yearly hold entitlement. Any requests during a hold period for an extension of the hold period will be treated as a new request for a new hold period. This hold period policy may be amended by the Operator at any time on notice to the Member.

The hold request will not be finalized until the appropriate form is submitted.

Barcode # on pass: _____ Membership type: Annual Monthly Continuous

To the City of Richmond: I, _____ hereby request that my membership be placed on hold for the period beginning:

_____ (MM/DD/YYYY) and reactivated as of _____ (MM/DD/YYYY).

Total number of days on hold: _____

The reason for my hold request is:

- Vacation
- Medical Reasons (note must be attached to be eligible)
- Other: _____

I have read the above statements and understand that when my membership is reactivated, I will be required to pay the fees that are available at that time.

Member Signature

Date Submitted

*Continuous Memberships – Applicable fees will apply.

OFFICE USE ONLY			
Staff Receiving Completed Form (Please Print):		Date Received:	
Membership Type: <input type="checkbox"/> Monthly Continuous <input type="checkbox"/> Annual	Next Scheduled Payment Date:	Number of Months on Hold:	
Staff Processing Hold (Please Print):		Date Processed:	