City of Richmond

Annual & Monthly Continuous Membership Hold Request Form

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. Note: Hold must be a minimum of one (1) full month.

- 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.
- Extending an existing hold request will be treated as a secondary or new request.
- This hold period policy may be amended by the Operator at any time on notice to the Member.

Barcode # on Active Card: _____ Telephone # on Account: _____

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).

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

OFFICE USE ONLY		
Received by:	Date Received:	
Membership Type: ❑ Monthly Continuous ❑ Annual	Next Scheduled Payment Date *(Monthly Continuous only):*	Number of Months on Hold:
Staff Processing Hold:	Date Processed:	

Richmond