



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

- Membership holder wishing to cancel their membership must submit 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 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.

Name:	Phone No. on Account:	Active Card No.:
Membership to be cancelled effective (MM/DD/YYYY):		
Reason for Cancellation:		

I, herby request that my membership be cancelled effective the date indicated and 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		
Received By:		Date Received:
Next Payment Date:	Form Received Ten (10) Business Days Prior to Next Payment Date: <input type="checkbox"/> Y <input type="checkbox"/> N	Date for Scheduled Cancellation (1 Day Prior to Next Payment Date):
Charge Admin Fee \$25 (less than 6 Months): <input type="checkbox"/> Y <input type="checkbox"/> N	Processed By:	Date Processed: