



City of Richmond Annual and Monthly Continuous Memberships may be put on hold up to twice per calendar year for the following time frames:

Membership Type	Minimum Hold Time	Maximum Hold Time
Annual	2 weeks	4 months based on your membership dates.
Monthly Continuous	1 month	4 months per calendar year.

- 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.

Name:	Phone No. on Account:	Active Card No:
Hold Start Date (MM/DD/YYYY):	Reactivated as of (MM/DD/YY):	
Reason for Hold Request: <input type="checkbox"/> Vacation <input type="checkbox"/> Medical Reason (note must be attached to be eligible) <input type="checkbox"/> Other:		

I request that my membership be placed on hold for the period indicated above and 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: <input type="checkbox"/> Monthly Continuous <input type="checkbox"/> Annual	Next Scheduled Payment Date <i>(Monthly Continuous only):</i>	Number of Months on Hold:
Staff Processing Hold:	Date Processed:	