



**get fit  
stay fit**

**STAFF YEARLY GYM  
MEMBERSHIP  
Via Payroll**

Staff **£13.75** per month via **University Payroll**

12 payments of **£13.75** will be deducted from your salary each month

**No Joining Fee**

Complete the form on the back and send to Claire Kennedy, Human Resources to join the scheme.



UNIVERSITY OF  
LINCOLN

**University of Lincoln Sports Centre**  
01522 886688  
[sportscentre@lincoln.ac.uk](mailto:sportscentre@lincoln.ac.uk)

# University of Lincoln Annual Gym Membership for Employees and Associate Members (Partner/ Spouse) – Payment via Payroll

## Terms and Conditions of use



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LINCOLN

### 1. Definitions:

- 1.1 Member: A User who pays an annual fee entitling them to enjoy the benefits of using some of the facilities, namely the Fitness Suite, Boxing Suite and Sauna.
- 1.2 Facilities: The premises, equipment and other facilities of the Centre.
- 1.3 User Conditions: The User Terms and Conditions applicable to all Users of the Sports Centre. Available at Reception.
- 1.4 The Centre: All areas of the Sports Centre on Brayford Campus including external pitches and all internal areas, excluding the Human Performance Centre.
- 1.5 Contact Details: email [sportscentre@lincoln.ac.uk](mailto:sportscentre@lincoln.ac.uk), telephone 01522 886688, in writing to Rope Walk, Lincoln, LN6 7TS
- 1.6 The University: University of Lincoln

### 2. Employees and Associate Members

- 2.1 Under the terms and conditions of this membership, employees can also opt to pay direct from their salary the membership for an Associate Member which is defined as a partner or spouse of the employee. If an employee signs up to this option, double membership will be deducted.
- 2.2 For changes in personal circumstances, the Associate Membership is no longer required, one months notice is required in writing to the Sports centre to ensure deductions are ceased in a timely manner via payroll.
- 2.3 Once an Associated member has opted out of the above scheme, a three month period has to elapse before the member can opt back in to the scheme providing the employee has given payroll written consent for deductions to commence through payroll.
- 2.4 Employees and Associate Members may be required to provide proof of status and identity where applicable.
- 2.5 If a Member during this agreement is no longer an employee of the University of Lincoln they must immediately notify the Sports Centre in writing or by email at the earliest opportunity.

### 3. Cooling Off Period

- 3.1 Members may cancel their membership within 14 days from the date of their acceptance to the terms of this Agreement or 14 days from the start of their membership (whichever is later). To cancel, the Member must send notification to the Sports Centre by email or in writing.

### 4. Membership Rights

- 4.1 Members shall enjoy use of the following facilities: Fitness Suite, Boxing Suite, and Sauna (when available).
- 4.2 Membership rights do not include the use of any other facility in the Centre.
- 4.3 The Sports Centre does not offer compensation if any of the rights are temporarily removed for Health and Safety or Maintenance reasons.
- 4.4 The Boxing Suite will be unavailable when it is being used for classes. Information on classes taking place in the Boxing Suite is available on the Class Timetable or at the Sports Centre Reception.

### 5. User Conditions

- 5.1 Members must also comply with the User Conditions and rules.

### 6. Payment

- 6.1 The annual fees for membership are as follows: Employees £165.00, Associate Members (Partner / Spouse) £165.00. Annual fees will be reviewed periodically and maybe subject to change.
- 6.2 Gym Membership deductions will be operated via the University payroll. Deductions from pay will be made in equal instalments (1/12<sup>th</sup> of the annual amount).
- 6.3 Membership payments may be made via the University's Payroll as a net deduction.
- 6.4 In the event of deductions not being able to be taken due to insufficient net pay, arrears will be carried over to the next pay period. Where this arrangement continues for a period of three months, the membership will need to be paid directly via the sports centre and any arrears. The Sports Centre has the right to cease the membership where an employee fails to pay their fees on a regular basis.

### 7. PAC (Personal Access Card)

- 7.1 A PAC Key allows Members access to the Sports Centre.
- 7.2 All Members must have a PAC Key.
- 7.3 A deposit of £6.00 is to be paid if we are to issue the member with a PAC Key.
- 7.4 The deposit will be refunded when the Member returns the PAC Key.
- 7.5 If the PAC Key is lost, damaged or not returned then the deposit will be retained by the Sports Centre and the Member will have to pay a £6.00 deposit for a replacement to be issued.

### 8. Duration

- 8.1 Membership shall continue for 1 year from the start date of the Membership.

### 9. Early termination and No Suspension

- 9.1 The University may terminate Membership if the Member breaches any terms of this Agreement (including for the avoidance of doubt breach of User Conditions).
- 9.2 In the instance where a University of Lincoln employee chooses to opt out of being a Gym Member and ceases their membership, one full months notice must be given in writing or email direct to the Sports Centre who will inform Payroll to cease deductions.
- 9.3 Once a member has opted out of the annual membership, a three month period has to elapse before the member can opt back in to the scheme. Employees can still continue to pay as you go direct with the Sports Centre if they choose but will fall under separate terms and conditions outside of this arrangement.
- 9.4 In the instance where a University of Lincoln employee ceases employment within the agreement, a deduction will be made in their final pay period for the whole month regardless of the leaving date.
- 9.5 To enjoy the refunds under 8.2 Members must send notice of their leaving and their desire for a refund via email or in writing at least 2 weeks before their leaving. Confirmation of leaving may be required.
- 9.6 Where a members is given student or staff membership that Membership will immediately terminate if they cease to hold that same status as a student or member of staff.
- 9.7 Subject to the completion of any accrued responsibilities up to the date of termination where Membership terminates so does this Agreement.
- 9.8 Membership may not be frozen or temporarily suspended by the Member.

### 10. No transfer of Membership

- 10.1 Membership is personal to the Member. Members are not permitted to allow any other persons to use their Membership. In particular, others may not use Members cards to book Facilities or gain entry to the Centre.

### 11. Declaration

- 11.1 I have read and understood the above terms and conditions in relation to the University of Lincoln Annual Gym Membership.
- 11.2 Membership will take effect from the 1<sup>st</sup> of the following month and deductions from payroll will commence on the 25<sup>th</sup> of that month.

Full Name (Print)	
Signed	
Date	

Please return the completed Terms and Conditions form to Payroll who will process the deduction for the following month and inform the Sports Centre of your annual membership.

Annual Membership TC's April 2017