University of Lincoln Annual Gym 'Off Peak' Membership for Employees – Payment via Payroll

Terms and Conditions of use

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 Centres.

1.3 User Conditions: The User Terms and Conditions applicable to all Users of the Sports and Leisure Centre available from each 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, telephone 01522 886688, in writing to Rope Walk, Lincoln, LN6 7TS

1.6 The University: University of Lincoln

2. Employees Members

2.1 Under the terms and conditions of this membership, employees can also opt to pay direct from their salary.

2.2 Employees may be required to provide proof of status and identity where applicable.

2.3 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 the use of the following facilities: Fitness Suite, Boxing Suite, and Sauna (when available) between 07.00 – 15.00 Monday – Friday and 10.00 – 17.00 on weekends.

4.2 Membership rights do not include the use of any other facility in the University 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 of the relative Centres.

6. Payment

6.1 The annual fees for membership are as follows:

Membership Type	Cost Per Annum	Please Tick
Off Peak Gym Membership (University Gym) **New Members Only**	£90.00 (£7.50)	

Annual fees will be reviewed periodically and maybe subject to change.

Access between 7am to 3pm Mon – Fri, 10am to 5pm weekends

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6.2 Gym Membership deductions will be operated via the University payroll. Deductions from pay will be made in equal instalments (1/12th of the annual amount). Swim Membership is offered on an annual basis. Any residual balance at the point of leaving will be deducted from final payment however an individual will retain their swim membership for the remainder of the annual term.

6.3 Membership payments are 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 University 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 access the refunds under 9.2 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 member 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 1st of the following month and deductions from payroll will commence on the 25th of that month.

Full Name (Print)	
Signed	
Date	

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