

## MEMBERSHIP APPLICATION FORM

### APPLICANT INFORMATION

Title:	Forenames:	Surname:
Date of Birth:		<b>Members must be aged 16 years or older</b>
Mobile number:		Home number:
Email address:		
Address:		
Town:		Postcode:

### EMERGENCY CONTACT

Name:	Relationship:
Emergency contact number:	

### GYM INDUCTION WAIVER

All new members are advised to attend a gym induction, which will show you how to safely use the equipment and machines within the gym. However, should you feel that you do not need this service, please complete the gym induction waiver declaration below:

*I understand that exercise can be physically demanding and if performed incorrectly can cause serious harm. I have opted to not attend the gym induction offered to me and therefore assume all liability for any possible injury caused by the exercises I choose to perform (unless such injury is reasonably caused by negligence on the part of the gym and where it was reasonably foreseeable that such negligence would result in injury sustained by me).*

*I am aware that it is my responsibility to ensure I have booked and completed my induction before using the gym and that if in the future I decide that I do indeed need to be instructed in the safe use of the facility and its equipment/ machines, I will always have the option to book an induction.*

Name:	Date:
Signature:	

### HEALTH AND SAFETY ACKNOWLEDGEMENT

It is important that all members understand and acknowledge the health and safety information bulleted below before using The Gym on the Park and its equipment:

- *The Gym on the Park is primarily an unmanned facility. There is always a member of staff on duty at Woodford Park Leisure Centre however the gym will be primarily unsupervised and it is important that all members understand this.*
- *As The Gym on the Park is primarily unsupervised we require all members to acknowledge that any behaviour that compromises the health and safety of themselves, other gym members or staff will result in immediate termination of their membership.*
- *As The Gym on the Park is primarily unsupervised we require that all members acknowledge that they are responsible for their own health and safety whilst using the gym and its equipment. This includes the safe and proper use of all equipment within the gym.*

By signing below you are confirming that you understand and acknowledge all of the above health and safety information including the risks associated with using the gym whilst unsupervised.

By signing below you are also confirming that you understand that incorrect use of equipment within the gym can result in serious harm to yourself and to others and that we cannot assume liability for any loss, damage or injury caused to yourself or to others as a result of your negligence or recklessness in this regard. You will be expected to therefore assume all liability (unless loss, damage or personal injury has resulted from negligence on the part of The Gym on the Park, its servants or agents) for any possible injury suffered or damage to the equipment caused as a result of using the equipment unsafely or incorrectly.

Name:	Date:
Signature:	

### PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PARQ)

There are many health benefits to be gained from regular exercise. However, for a small number of adults, taking part in physical activity without consulting a medical professional is not recommended. The following are amongst some questions that may help to identify those people who should seek medical advice before using the gym.

1. Have you ever had a heart condition or heart surgery?	YES		NO	
2. Have you ever felt pain in your chest whilst taking part in exercise or at rest?	YES		NO	
3. Do you ever feel faint, have dizzy spells or suffer from blackouts?	YES		NO	
4. Do you have a joint problem that could be made worse by exercise?	YES		NO	
5. Have you ever been diagnosed with high blood pressure?	YES		NO	
6. Are you pregnant or have you given birth within the past six months?	YES		NO	
7. Are you over the age of 59 years and not currently used to exercise?	YES		NO	
8. Do you suffer from diabetes or epilepsy?	YES		NO	
9. Are you currently taking any prescription medication?	YES		NO	
10. Do you know of any other reason why you should not take part in exercise?	YES		NO	
11. Has a doctor ever said that you should not take part in exercise?	YES		NO	

If you have answered YES to any of the above questions we strongly recommend that you seek medical advice before signing up as a member, using the gym or taking part in any exercise classes. Tell your doctor about this PARQ, your intended training/exercise plan and the questions that you answered YES to. Under some circumstances we may require you to provide a referral letter from your doctor indicating that it is safe for you to exercise.

Your doctor may give you specific advice about how to proceed and you will be expected to follow that advice regarding the exercise you undertake at the gym.

By signing below you indicate you understand the above statements and agree with the following points:

- I confirm that the information I have provided in the above Physical Activity Readiness Questionnaire (PARQ) is correct to the best of my knowledge and the answers I have given are honest.*
- I understand that it is my responsibility to notify the team at Woodford Park Leisure Centre if any of my answers to the questions in the Physical Activity Readiness Questionnaire change and if necessary consult a doctor before continuing to use the gym.*
- I understand that exercise carries with it a risk of injury and/or death and that prior to starting my membership of the gym it is my responsibility to obtain the approval of my doctor for using and partaking in my preferred form of exercise at the gym if necessary.*

Name:	Date:
Signature:	

## MEMBERSHIP OPTIONS AND DIRECT DEBIT INFORMATION

All members of The Gym on the Park must pay via monthly direct debit unless otherwise agreed with the Centre Manager. After the initial one-month period your membership and monthly payments will automatically roll on at the same price.

Please select your chosen membership option below. You will need to complete an online Direct Debit Instruction.

Anytime Woodley Resident	£24.99 per month *	*Proof of address is required for Woodley resident membership options
Anytime Non Woodley Resident	£26.99 per month	
Other (please specify):		
Were you referred by someone? If so enter their name here:		

## TERMS AND CONDITIONS

### 1 Definitions

- a **Application form** – the membership application, the Physical Activity Readiness Questionnaire and The Gym on the Park rules.
- b **Age** – You must be age 16 or over to become a member.
- c **The club rules** – the conditions set out in sections 1 to 10 below together with the application form and any other rules which may apply by law.
- d **Physical Activity Readiness Questionnaire** – you must fill in the Physical Activity Readiness Questionnaire (PARQ) before using the gym. Certain medical conditions may mean you need a medical referral and a specific exercise programme before you can become a gym member.
- e **Fees**  
 Monthly membership fees – the fees you must pay each month by direct debit for a month’s membership.  
 Turn up charge – a charge for non members to use the facilities.  
 Direct Debit payments are scheduled to be taken on either the 1st or 15th of the month. However, if either of these dates falls on a weekend or Bank Holiday your payment should be taken the next working day.
- f **Initial term** – the period which ends one month after the date you join. You may not cancel your membership during the initial term unless you can give us a doctor’s medical certificate or a letter confirming redundancy from your employer. The cancellation will only apply when we receive a medical certificate or employer’s letter.
- g **Minimum notice period** – To cancel a membership we require one month’s notice (see 6a) and payment of one final direct debit payment after you have given notice. Your membership will end on the monthly anniversary date of your joining date.
- h **Members** – people we accept to become members. If you are under 18, your parent or guardian must sign this form.

### 2 The Gym on the Park – terms and conditions

- a A copy of The Gym on the Park terms and conditions is displayed in the reception area.
- b If we are going to change The Gym on the Park terms and conditions, we will display any amendments in reception. We will only make permanent changes after giving you at least one month’s notice. You may cancel your membership if these changes are unacceptable. You must give us the minimum notice period (clause 1g).
- c When you sign the application form, you are agreeing to pay the fees and keep to The Gym on the Park’s rules.

### 3 About your membership

- a Your membership offers you use of The Gym on the Park and selected timetabled classes.
- b We may end your membership without notice if you repeatedly or seriously break The Gym on the Park’s terms and conditions.
- c If for any reason a direct debit payment fails to credit our account your membership will automatically be suspended and you will be unable to access the gym or exercise classes until payment is received. If you want to reinstate your membership you will have to pay the direct debits that were rejected.
- d Woodley Town Council reserves the right to increase the monthly cost of your membership. However, you will receive two months’ written notice of this and will have the option to cancel your membership. You must give us the minimum notice period (clause 1g).
- e Acceptance of membership shall be solely at our discretion and we reserve the right to refuse to accept an application for membership should we feel that it is advisable to do so.

#### **4 Your membership card**

- a You will receive a membership card. You must swipe your membership card to get into the gym and before attending any of the classes included with your membership. If you forget your card, we may need to see proof of identity. If you have lost your card, we will charge you for a replacement (£5).
- b Your membership applies to you and you cannot loan or transfer it to another person.

#### **5 Suspending your membership**

- a You may suspend your membership for at least two but not more than six months. (We can only suspend your membership from the monthly anniversary date of your initial membership.)
- b If you are seeking a suspension of your membership on the grounds of illness you will be expected to provide us with appropriate medical evidence in the form of a doctor's letter. Should you wish to suspend your membership for any other reason you will write to us attaching any relevant documentary evidence in support of your application and we will inform you as soon as possible of our decision regarding suspension of membership.
- c We cannot suspend your membership retrospectively. In other words, you cannot ask us to suspend your membership for a period which has passed when you did not visit and use the facilities for any reason.
- d If you want to suspend your membership please contact the Centre Manager.

#### **6 If you cancel**

- a If you want to cancel your membership you must email the Centre Manager: [sports@woodley.gov.uk](mailto:sports@woodley.gov.uk). Please refer to the clauses above in relation to the notice you must give.

#### **7 Behaviour**

- a You must wear appropriate clothes and shoes in the gym.
- b You must not:
  - abuse the equipment of the gym (you will have to pay for any negligent or deliberate damage to gym property);
  - behave in a violent or rude way or in a way which offends, distresses or annoys anyone else;
  - smoke in any part of the gym;
  - bring alcoholic drinks, drugs or other mood altering substances into the gym;
  - use the facilities of the gym while under the influence of alcohol, narcotics, or other mood altering substances or
  - drink alcohol in any areas other than those we allow;
  - take photographs in the public areas of the gym or where there is a risk of compromising the privacy of other users of the gym.
- c We can refuse admission or ask you to leave the gym if we reasonably believe that you have broken any section of rule 7b.

#### **8 Disclaimer**

- a We will compensate for any reasonable loss or damage you may suffer (but not for consequential loss or any loss that was not reasonably foreseen by the parties) if we fail to carry out our obligations under this agreement or to a reasonable standard. This also applies if we break any duties placed on us by law (including if we cause death or personal injury to you by our negligence), unless that failure is due to:
  - your own fault (including paying attention to health and safety signs and staff instructions);
  - another person or company not connected with services we provide under this agreement, or
  - events which neither our suppliers nor we could have expected even if we had taken all reasonable care.
- b We are not insured for any loss, damage or theft of your personal property on the premises and will not be liable for loss or damage unless such loss or damage has been caused as a result of our negligence or as a result of faulty equipment.

#### **9 Other**

- a We can:
  - change, withdraw or add to these terms and conditions (see section 2b if you are unhappy with any changes of these rules);
  - change the operating hours of the gym;
  - close certain areas temporarily for decorating, cleaning, essential repairs or maintenance of equipment and special events;
  - refuse to rebook an appointment for you if you repeatedly cancel;
  - use photographs of members for promotional purposes after first consulting with the members in question and obtaining their consent for such use. For the avoidance of doubt we do not pay a fee in return for the use of photographs of individuals.
- b We may require you to pre book for any classes you want to attend that are available as part of your membership.
- c We may remove any items you leave in lockers overnight. We can inspect the contents of all lockers for security reasons.
- d We will not allow photography within The Gym on the Park unless we give permission beforehand.

## 10 General Data Protection Regulation (GDPR)

Woodley Town Council collects and processes information about gym members. In signing this form you are giving consent for your personal and sensitive information to be processed by us under the rules and safeguards laid down by GDPR. Woodley Town Council has procedures in place to ensure that all information held about you will be dealt with confidentially and held securely.

*I confirm that all of my answers throughout the membership application form are correct to the best of my knowledge and I believe that I am safely able to take part in physical exercise within the gym. I confirm that I understand and agree to all of the terms and conditions throughout and give Woodley Town Council permission to handle and retain my personal and sensitive information.*

Name:	Date:
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Signature:

**If the applicant is under the age of 18 years a parent/guardian must sign on their behalf**

## DIRECT DEBIT INSTRUCTION

To pay your membership fee (see 1e) you are required to set up a Direct Debit Instruction with GoCardless Ltd who are collecting membership fees on behalf of Woodford Park Leisure Centre.

You will need to enter your personal and banking details (bank account number and sort code).

Your payment will be taken on the 1st or the 15th of the month (see 1e).

Once you have set up the Direct Debit Instruction we can confirm your membership and you may start using the gym.

## CONSENT FORM

Your privacy is important to us and we would like to communicate with you regarding Woodford Park Leisure Centre, its facilities and activities. To do so we need your consent. Please fill in your name, sign and date below and confirm your consent by ticking the boxes that follow.

**We may contact you regarding activities you may be interested in attending, including future classes and courses, gym membership and other centre promotions:**

Name:	Date:
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Signature:

**(If you are aged 13 years or younger your parent/guardian must sign and date above)**

**Yes please, I would like to receive communications by email:**

**Yes please, I would like to receive communications by telephone / text message:**

You can withdraw or change your consent at any time by contacting our sports team: [sports@woodley.gov.uk](mailto:sports@woodley.gov.uk)

You can find out more about how we use your data from our "Privacy Notice" which is available on our website, [www.woodley.gov.uk](http://www.woodley.gov.uk), or from the Woodley Town Council office.

STAFF USE ONLY:			Initials
<b>Member of staff handling membership application:</b>	Member has signed the induction waiver:		
	<b>OR</b> has been booked in for an induction on	<b>Date:</b>	
	Member has provided proof of address (resident memberships only)		
<b>Date application form completed:</b>	Member has completed the direct debit instruction online	<b>Date:</b>	
	Member has supplied an electronic photo or had one taken:		
	Member has been assigned and handed their membership card:		
	Start date of membership	<b>Date:</b>	