



**MEMBERSHIP AGREEMENT**

**INFORMATION SHEET – MEMBER'S COPY**

**(Please read carefully and keep this copy for your records)**

**MEMBERSHIP TYPES AND PROCEDURES:**

1. **Students:** Only currently enrolled students are eligible for membership. **ALL students MUST fill out the Liability Waiver & Par-Q form including their N#.** Fitness center membership is included in tuition and is automatic – so no application or additional fee is needed. Student cards will not work until the liability waiver is complete and processed.
2. **Student Family Memberships, ESL International Students or other “student type” of memberships that don’t fall into the traditional student category**– these memberships are charged by the semester and memberships must be renewed by the semester. These types of memberships do not have to be canceled. They automatically expire at the end of the given semester.
3. **Faculty/Staff:** ALL faculty/staff must complete a membership application, including the liability waiver, rules and regulations and health history form.
4. **Family Memberships:** **Each/all family members** of the primary account holder **MUST** fill out a liability/PAR-Q form in addition to the main application. **NOTE:** Family memberships include husband, wife, and children under 21 still living at home. Proof of cohabitation is required before family membership is granted and does not apply to applicants that are NOT married. Senior family memberships include only the husband and wife. Membership cards are issued only to those children who are 14 years of age and older.
5. **Community Memberships:** All Community memberships must complete a membership application, including the liability waiver, rules and regulations and health history form. Any/all community members that are not students/faculty/staff must purchase an ID card for every person included on his/her community membership (this includes family members over the age of 14).
6. **Corporate Memberships:** Each participant included in a corporate membership must fill out a liability waiver, rules and regulations and health history form. All Corporate members must have their own ID card. This also includes any family members of corporate members if corporate agreement includes family members.
7. **Temporary Guest Passes** are only good for the time specified on the cards and are payable to the front desk of the fitness center. No Bursar account is required. Daily Guest Cards must accompany a daily guest fee, whereas weekly, biweekly or monthly passes are paid for at the time the card is printed. The daily pass card simply verifies that we have your liability paperwork on file.

**ID CARDS:**

1. **EVERYONE must present an ID card for entry into the facility.** Failure to bring his/her card will result in non-admittance into the facility.
2. If members DO NOT already have a NSU ID, an ID card must be purchased for \$3+tax. This would include any community member, family member(s) of a community member or family member(s) of faculty, staff, and students.
3. Once the ID card is paid for at the front desk, the member will be issued an ID verification letter (receipt). This form should be taken to the ID office located in the CASE building between the hours of 8am-5pm to have an ID card made.
4. **Members MUST present an original copy of the ID Verification letter** in order to have the card made!!!!

**BILLING, PAYMENTS & CANCELLATIONS:**

1. **Membership Prices** (listed on application) do not include 9.5% sales tax, which will be added to your bill.
2. **Memberships charges are applied to the member's account** the last business day of the month for the following month. All faculty/staff and community memberships are charged monthly **UNTIL we receive a request to cancel (see cancelation info below)**. – NO MORE YEARLY CONTRACTS!!
3. All memberships are **charged to the member's Bursar account** using a unique N# that is assigned during the processing of the membership application.
4. **Faculty/Staff, Faculty/Staff Family, and ALL Community based memberships**– once membership is requested, the bursar account associated with the N# on the application will be charged until we are notified of intent to cancel. The membership agreement allows fitness center charges to be billed to your bursar account and/or you to be billed monthly.
5. **Community Members (non- student/faculty/staff):** The membership agreement authorizes NSU to create a bursar account on a member's behalf for fitness center charges. This allows the member to be billed by mail, pay at the cashier's office (located in the administration building) or pay online with a credit card. By signing the fitness center agreement, said member will be liable for all monthly payments until he/she notifies the fitness center of intent to cancel by completing the cancelation agreement.
6. **Cancellation request forms** must be completed and submitted to the fitness center to cancel membership. Cancelation requests forms can be requested in person or by email by contacting the fitness center.
7. **Members must submit cancellation forms to the fitness center director 10 days prior to the next billing cycle to cancel his/her membership. Cancellations submitted less than 10 days before the next billing cycle are subject to an additional month of charges. Members will continue to be charged monthly until the fitness center receives a signed copy of the cancellation form.**
8. **Corporate cards** must be paid in full at the time of purchase and include a full year of membership.
9. **Students applying for family memberships:** Your authorization was needed (by initialing the membership agreement) in order for the Title IV federal student aid funds to pay for non-institutional charges such as books, supplies, parking tickets, parking permits, student health insurance, **fitness center family memberships**, etc..

Your authorization remains in effect for future semesters until you rescind your authorization. Selecting the appropriate authorization directs the use of these funds to pay these incidental charges to your student account. Your authorization may be rescinded at any time by returning to the goNSU website and selecting DO NOT Authorize from the drop down menu.

### **HOW TO MAKE PAYMENTS:**

1. The fitness center front desk DOES NOT directly collect money for memberships, however members are welcome to use the facilities immediately following the completing of paperwork (liability form, etc).
2. The bursar's office will send you a statement in the mail and then members can mail payment, pay online, bring it to the Bursar's office located in the Administration Building or leave a check with the director (during normal business hours).

### **RULES & REGULATIONS:**

**The following regulations have been established to ensure the safety of each person while using the NSU fitness center. Your cooperation regarding the following rules is expected and appreciated.**

1. All members MUST CHECK IN at the front desk with a valid NSU ID or Patron membership card. Patron cards are a one-time fee of \$3+tax payable to the fitness center at the time of membership and a \$5 fee will be charged for replacing a LOST/STOLEN/DAMAGED patron card. Patron ID cards are obtained in the CASE building at the ID office.
2. You must be 14 years of age or over to use weight equipment or cardio machines. \*CHILDREN AGES 14-17 MUST BE ACCOMPANIED AND SUPERVISED BY A PARENT OR GUARDIAN AT ALL TIMES WHEN USING THE FACILITY/EQUIPMENT.
3. Fitness center members must wear appropriate footwear (tennis, running, gym, athletic shoes). Absolutely NO sandals or open toed shoes allowed. Please bring a pair of non-marking shoes with you in order to help keep our facility nice.
4. Fitness center members must wear appropriate clothing (shorts, t-shirts, warm-up suits, athletic apparel, etc.) No denim or cut-offs please.
5. Please return all weights, medicine balls, steps, mats and other equipment to their designated racks and storage areas after use.
6. Please avoid banging weights together or dropping weights on the floor. If you are found dropping weights you will be asked to leave.
7. Please take care of our equipment. If you are found misusing or abusing any property on the NSU fitness center premises, you will be held responsible for repairs.
8. Patrons are responsible for any personal items that are lost, stolen, or damaged at the NSU fitness center. Lockers are provided for your daily use – no locks please!!
9. Foul and/or abusive language will not be tolerated, as this is family friendly facility.
10. Food and beverages are not allowed in the fitness areas with the exception of capped, spill proof, non-glass containers.
11. Please clean all equipment after use with the provided sanitizing wipes. Sanitizing wipes are provided for your safety and convenience.
12. Anyone who does not abide by the above stated rules will be asked to leave and the membership is subject to cancelation.

**Please contact the Fitness Center at (918) 444-3980 if you have questions or concerns**