

**Students of the University of Liverpool:** Full-time undergraduates, postgraduates, continuing education and part-time students must have a valid ID card. The Sports & Fitness Centre (S&FC) pass will be valid until the expiry date of membership, or that stated on your University ID card, whichever is sooner. Your University ID card must be produced when filling out an application form otherwise it will not be processed.

**University of Liverpool staff and others:** Staff conditions of payment via monthly salary (inc spouse): (1). Payments will continue to be deducted each month until you cancel in writing (see below). (2). Monthly payments will continue to be deducted throughout the year including any holiday periods. Depending on circumstances, re-instatement of monthly deductions may not be possible following cancellation. (3). Deductions from salary will continue to be made from year to year unless written authority to cancel is received or the employee leaves the University. A cancellation letter should be addressed to the 'Membership Administrator' at the Sports & Fitness Centre, Bedford Street North, Liverpool L69 7ZN (4). Part-month deductions are not possible. A full monthly deduction will be made for the month in which the application is dated. (5). Memberships are valid for any given 12-month period, commencing from the first date of application submission. (6). You must complete a renewal application form every 12 months. Failure to do so will not terminate membership (unless accompanied by written notice of cancellation).

**Direct debits:** Non-University premium only direct debit subscriptions are due on the 5th day of every month. If the bank returns a failed payment on your account, we will contact you and ask you to make a manual payment for that month.

In the meantime, we will suspend your membership and you will be denied access to the facilities until payment is made. This does not mean that we will automatically cancel your membership.

At the Membership Administrator's discretion members may cancel or suspend their membership with immediate effect (written evidence must be provided) for the following circumstances: medical incapacitation; redundancy; job relocation.

**You may end your direct debit agreement at any time by giving us 90 days' written notice.**

You must address your notice to the Membership Administrator. We will confirm your cancellation date within 10 days of receiving your letter. If you do not receive confirmation within 10 days you must let Reception at the Sports & Fitness Centre know. It is your responsibility to ensure we have received your notice. We only accept proof of recorded delivery as proof of posting and email.

**Premium membership** gives unlimited usage of up-to-date fitness suite and weight training areas combining 100+ equipment stations, including treadmills, cross trainers, climbers, cycles and rowing machines. This membership also includes FREE admission to all other facilities.

**Standard membership** offers access to a 25-metre, six lane swimming pool with shallow water learner area, two sports halls and four squash courts.

**Priority:** During University term dates, University of Liverpool students and University of Liverpool employee members are given priority to book S&FC facilities and apply for sign-up and drop-in classes when available.

For the remainder of the year, ie vacation times, non-University adults and other non-University of Liverpool students/staff partner/spouse (non-University of Liverpool members) may pre-book these facilities on a first-come, first-served basis. Full details of booking procedures can be found at: [www.liverpool.ac.uk/sports](http://www.liverpool.ac.uk/sports).

**Admission policy:** Management reserves the right to refuse admission and to suspend or cancel memberships. To gain admission, your ID card is required at all times – entry will be refused if you do not produce your own valid ID card at the point of entry. **ID/membership cards are strictly nontransferable. Misuse of cards will result in your membership being cancelled without a refund. NO CARD, NO ENTRY.**

Please note that last entry to the Sports & Fitness Centre facilities is 30 minutes prior to the advertised daily closing times.

**Annual closure dates:** The Sports & Fitness Centre is closed during UK public Bank Holidays, and during a two-week period over the Christmas vacation period. (Dates will be published in advance on the Sport Liverpool website: [www.liverpool.ac.uk/sports](http://www.liverpool.ac.uk/sports)).

**Special events:** Advanced notice will be given due to any partial closures of facilities owing to the hosting of special events (ie graduation).

**Data protection:** It is important to note that all information provided on this form will only be used for Sports & Fitness Centre administration purposes and treated as highly confidential.

**Visitor car parking fees:** University of Liverpool car park charges are applicable to all S&FC members/visitors, details of which can be found via the Sport Liverpool website: [www.liverpool.ac.uk/sports](http://www.liverpool.ac.uk/sports)