

Annual Membership Contract



NEW RENEWAL

First Name (Head of Household): _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: (____) ____-____ Work Phone: (____) ____-____ Cell Phone: (____) ____-____

Email Address: _____
 (provide your email address if you want to receive renewal notices, newsletters, specials, etc. via email)

Emergency Contact Name: _____ Phone: (____) ____-____

PATRONS BEING ISSUED MEMBERSHIP CARDS: (Include Head of Household, if membership desired).

IMPORTANT NOTE: A family is defined as a married couple (as recognized by the state of OH) or single adult, and any children. Children must be residing in same household, claimed on the adult's most recent federal income tax return & attending a primary or secondary school, university, college or trade school (12 credit hrs. or more). Adult's most recent federal tax return, birth certificate for each child and proof of enrollment in primary, secondary, university, college or trade school are required at time of purchase.

First Name	Last Name	Date of Birth	Current Age	Relationship to Head of Household	OFFICE USE ONLY	
					Photo Taken	ID Recd.

I have read and fully understand the Liability Release and Indemnification Agreement (located on page 2). I have received a copy of the Facility Rules & Regulations and Membership Policies. Refusal to sign will prevent processing of membership. EACH ADULT MEMBER (PERSONS 18 YEARS OF AGE OR OLDER) MUST PROVIDE THEIR OWN SIGNATURE.

 Parent's/Legal Guardian's Signature Required Date

 Participant's Signature Required Date
 (if over 18 years of age)

 Participant's Signature Required Date
 (if over 18 years of age)

FOR STAFF USE ONLY:

How did patron hear of us? Friend Referral Newspaper Drive By Doctor Referral Other: _____

Residency Verification: Driver Lic. Utility Bill Cty. Auditor Web Pay Stubs Military ID

Membership Classification: Groveport Resident Youth (3 – 12 Yrs.) Senior Adult (55+ Yrs.)
 Groveport Corp. Res. FT College Student Senior Adult Married Couple
 All Others/NR Adult (13 – 54 Yrs.) Family of 2
 Adult (Military) Family of 3
 Family of 4+

Attach proof of residency to Contract

Business Incentive Plan Corporation Name: _____

Method of Payment: Cash Credit Card Check EFT (if EFT see page 2)

Membership Expiration Date: _____ Staff Processing Membership: _____

Total Membership Fee Amount: \$ _____ Print Full Name

REMINDER: Please ensure that applicant has a copy of the Rules & Regulations and Membership Policies.

LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT:

In signing this release (on page 1) for myself and for any named immediate family member and minor participant(s), I acknowledge and understand that as a participant at the Groveport Recreation Center (hereinafter GRC) and/or any other Village of Groveport (hereinafter VOG) facility, activity or program, I/we will be exposed to risks of serious bodily injury, sickness or death due to circumstances inherent in the VOG facilities, activities and programs, including the negligent acts or omissions of others. I acknowledge that there are a variety of risks and dangers inherent in recreational activities and facilities, including but not limited to: sports related injuries; collision with stationary objects; falls; risks associated with water-related activities (including diving injuries and drowning); adverse environmental conditions or any other conditions which may cause heat stroke, heat exhaustion, hypothermia or any other illness or injury; physical contact between participants; injuries related to overexertion; slippery floors; misuse or inexperience with fitness equipment. In exchange for or being permitted to participate, I voluntarily agree to assume all of these risks and other risks inherent in participating in such activities, programs and facilities. I acknowledge that I (or the participants for whom I sign) have/has no physical limitations, or disabilities of any kind which would restrict me or them from participating. I agree to make VOG staff aware of any special accommodations that may be needed at the time of registration and I agree to note such special accommodations on said form. Despite these dangers, and in consideration of the VOG accepting my registration, I for myself and/or the immediate family member minor participant(s) for whom I am signing, all heirs, executors, administrators and assigns, agree to hold harmless and release the VOG, its board and council, officers, officials, employees, volunteers and other representatives from all claims for liability or legal responsibility for any damage or loss of any kind, including personal property or death, property damage, and economic loss, arising from my participation in and/or use of the GRC and/or any other VOG facility, activity or program. I further, on behalf of myself or any named immediate family member minor participant(s) for whom I am signing, agree to protect, indemnify and hold harmless the VOG and the listed persons and entities for any and all cost, liability, expense and claim arising from any act or omission committed by myself or the named participant related to the VOG's facilities, activities and programs, and/or other activities or programs sponsored by or affiliated with the VOG. I further, on behalf of myself or for any named immediate family member minor participant(s) for whom I am signing, agree to follow all facility, activity or program rules and regulations, and realize that my right to participate may be terminated by the VOG at any point in time for not adhering to said rules and regulations. The VOG does not issue refunds for memberships that have been terminated by the VOG. I do hereby grant and give the VOG and groups affiliated with the VOG the right to use my and my child's photographic image with or without my child's name, both single and in conjunction with other persons or objects for any and all purposes. For the consideration stated above, I further agree that in the event that my child repudiates or attempts to repudiate such release, I will indemnify and save harmless the VOG, its successors and assigns, for any loss and damage occasioned hereby. The VOG reserves the right to rule on any matter not specifically covered in Annual Membership Contract, and to change policies as necessary. In the event that applicant falsifies the information on the Annual Membership Contract, the VOG reserves the right to collect any monies due to falsification and/or terminate the contract immediately without compensation to the applicant. I understand that any information provided may be subject to disclosure under Ohio Records Law.

ELECTRONIC FUND TRANSFER AGREEMENT:

Complete the below section ONLY if you wish to pay via Electronic Fund Transfer.

SECTION 1 - RENEWING MEMBERS

If you are a renewing member and you wish to utilize the same account, and your banking information has NOT changed, please check the box below.

I hereby authorize the Village of Groveport to continue to debit my checking/savings account indicated on a previous contract. Please continue to use my existing account numbers on file.

SECTION 2 - NEW MEMBERS OR RENEWING MEMBERS WITH NEW ACCOUNT INFORMATION

I (We) hereby authorize the Village of Groveport to initiate debit entries to my (our) checking/savings account indicated below at the financial institution named below. Funds are debited on or about the 15th of each month. Please allow for a two or three day debit window. **Applicant is required to attach a voided check or savings account statement.**

Bank/Financial Institution: _____ Branch Location/City: _____

Please check which account to debit: ___ Checking ___ Savings

Account Number: _____ Routing Number: _____

SECTION 3 - TERMS & CONDITIONS (ALL EFT USERS)

Authorization to debit patron's checking or savings account is to remain in full force and effect for the term of the membership agreement. Patrons wishing to purchase an annual membership via EFT will be charged an annual \$24 processing fee (due at time of registration). Any and all changes of bank information are the responsibility of the patron(s). In the event that a patron defaults on their monthly EFT payment, their membership will be immediately suspended. Patron will have ten business days to pay the Village the EFT amount owed and will also be charged a \$10 processing fee. In the event that patron does not pay the EFT amount owed, patron will have an additional ten business days to pay the Village the remaining balance of the membership amount and will be charged a \$20 processing fee. In the event that patron does not pay off remaining balance to the Village of Groveport within the designated time frame, the Village of Groveport will pursue all collection remedies, including any unpaid balances owed under the contract, plus all costs associated therewith. If account is sent to collection agency and patron pays off the remainder of the balance, and patron wishes to continue their membership or participate in Parks & Recreation Department sponsored programs, the patron shall be responsible for paying the Village 25% of the total amount previously owed to the Village per collection agency and will not be permitted to utilize the EFT payment option in the future. The Village reserves the right to cancel any membership for non-payment.

I agree to the above EFT Payment Terms & Conditions.

Signature: _____ Date: _____

FOR STAFF USE ONLY:
Monthly Debit Amount: \$ _____
Down Payment Rec'd. : \$ _____

Groveport Recreation Center Facility Rules & Regulations

GENERAL:

- Participants do not need a membership to enter the facility, take a class or partake in programs at the Groveport Recreation Center. Guests are always welcome at the Groveport Recreation Center at the regular daily admission fee. Our facility and programs are available for both residents and non-residents alike.
- Proper valid identification is required to gain access to the Recreation Center. Patrons must check in at the front desk and provide an annual membership card, class confirmation pass or pay the daily rate for admittance.
- Non-member adults are required to present and leave a photo I.D. card (driver license, state ID or school ID) at the front desk.
- Members who do not present their membership card will only be admitted if an alternate form of photo identification is provided.
- Day passes are non-transferable & non-refundable. A day pass is valid only for the day that it is issued.
- Group Rate Day Passes are not linked to any person or household and can be distributed to multiple persons.
- Resident I.D. Card holders must present their card each visit to receive the daily pass resident rate.
- Annual passes are not transferable and will be deemed void when in the hands of those other than the proper registrant.
- A \$5 fee will be charged for any membership/resident ID card that is reissued.
- When current members renew their membership, they must show proof of residency and complete a new Annual Membership Application at the time of their renewal.
- Classes/Programs are not included in membership fee.
- Any type of private-type lessons/instructions/coaching must be approved by the Parks & Recreation Director.
- To respect the privacy of our members and guests, patrons may not take pictures in the locker rooms, group fitness studio or fitness center without prior written approval from the Parks & Recreation Director.
- During GPRD sponsored programs, spectators may be able to watch activities in the lobby, gymnasium and fitness studio without paying a daily fee. Identification may be required.
- By Village ordinance, the Recreation Center is a smoke and alcohol free facility. Smokeless tobacco is also prohibited.
- Eating and drinking are permitted in designated areas only.
- All patrons must wear a minimum of shirt, shorts and shoes while utilizing the facility. Bathing suits are not permitted to be worn outside of the Aquatic Center. All clothing must be tasteful and non-offensive.
- Skateboards, in-line skates, roller shoes, bicycles and the wearing of cleated shoes are prohibited in the Recreation Center.
- Children under 10 years of age must be accompanied by a responsible adult (18 or over) who intends to directly supervise them during the entire visit. Children 5 years of age and under must have an adult in the facility with them at all times.
- Groups bringing children to the Recreation Center must have at least one adult per every 5 children.
- Parties, group outings and meetings must be scheduled through Facilities Manager and may not take place in the lobby.
- Changes in recreation schedules may occur without notice. Staff will post schedule changes with as much advance notice as possible. Current schedules are available at the front desk.
- The Village of Groveport is not responsible for lost or stolen items. It is strongly suggested that personal items be secured in a locker and locked during your visit. For security purposes, the Village of Groveport reserves the right to search a patron's personal items if deemed necessary.
- All participants must observe the rules and regulations regarding safety and operation of the facility. Violators will be subject to revocation of their membership privileges and/or removal from the grounds. The following activities are examples of behaviors that will result in disciplinary action and police reports when applicable: spitting, fighting, stealing, property damage, disorderly conduct, criminal damage, verbal abuse of staff or patrons and not following posted policies and rules. A patron may be indefinitely suspended from utilizing Village owned facilities for improper conduct.
- No person shall sell or attempt to sell any article or service in the Recreation Center unless such sale is pursuant to a contract with the Village of Groveport or has been approved by the Parks & Recreation Director.
- There will be occasions when areas of the Recreation Center will be closed due to maintenance, repairs and/or special events. Such closings will not result in a deduction from membership costs. The Village will attempt to post such closings in advance. In addition, the indoor aquatic center will be closed for two to three weeks in the summer for annual maintenance.
- The Village of Groveport reserves the right to rule on any matter not specifically covered in the rules and regulations and to make any decision it deems necessary for the best interest of the Village of Groveport. In addition, the Village reserves the right to add any rules and regulations as it deems as necessary. Up to date rules and regulations are available at the front desk.

GYMNASIUMS:

- Participant misconduct, use of foul language, fighting, roughhousing and spitting is not permitted.
- Hanging on the basketball rims/net and volleyball nets are not permitted.
- Specific "Open Gym" rules may be posted and enforced.
- Indoor soccer balls and nerf balls (provided by the GRC) may be kicked, but the ball must remain on the floor. Balls may not be kicked against any window, door, bleacher or gym divider or onto the elevated track. Please use caution.
- Safety type-baseballs/softballs and footballs (provided by the GRC) may be thrown, but the persons throwing the balls must do so away from other patrons. Balls may not be thrown against any window, door, bleacher or gym divider or onto the elevated track. Please use caution.
- Only non-marking, soft-soled shoes may be worn (no bare feet).
- Proper attire is required. Persons are required to wear shirts.
- The gyms have varied open gym times due to accommodating a variety of athletic needs, including structured classes, programs, special events, leagues and tournaments. There may be times

Groveport Recreation Center Facility Rules & Regulations

GYMNASIUMS continued:

when both gyms are utilized for organized activities and not available for drop-in play.

CLIMBING WALL:

- *Persons that are pregnant and persons with heart conditions or back/neck trouble are advised NOT to use the climbing wall.*
- All climbers must sign the Release of Liability Waiver. Participants under the age of 18 must have parent/guardian written consent.
- A climber must be at least five years of age and have sufficient height, strength & coordination to climb. For the safety of participants & staff, GRC staff will not boost climbers.
- The Village of Groveport reserves the right to dismiss any climber for unsafe practices or behavior.
- All climbers must wear furnished protective helmets & harnesses.
- All climbers must obey the instructions given by staff.
- All climbers must be secured/harnessed while climbing.
- No horseplay is permitted.
- No additional climbers are permitted in the climbing area 10-minutes prior to area scheduled closing.
- Climbers will be required to take turns if the climbing wall is busy.
- Non-climbers must stand at least 5 feet away from the wall at all times.
- When descending, the climber must face the wall, keep hands off the wall and not jump or sway from the wall.
- Climbers may not touch other climbers while climbing and may not cross belay ropes or cables.
- If a climber demonstrates unacceptable behavior (including but not limited to: horseplay, cursing, screaming), staff has the right to suspend/discontinue climbing privileges. In the event of extreme violations, climbing privileges may be suspended indefinitely.
- Section 1711.551 of the Ohio Revised Code requires that all riders must obey all warnings and directions regarding this ride and behave in a manner that will not cause or contribute to injury to themselves or others. Failure to comply is a misdemeanor.

GROUP FITNESS STUDIO:

- Use of the studio is limited to Parks & Recreation Department programs and/or private rentals only.
- Children are not permitted in the studio unless they are participating in a class.
- Only soft-soled non-marking shoes may be worn.
- Appropriate attire must be worn at all times.

FITNESS CENTER:

- 13 – 14 year old members must first complete an orientation, pass a written exam and may only utilize the fitness center when accompanied by their parent or guardian. The parent/guardian must be in the immediate vicinity within the Fitness Center. 13 – 14 year old patrons may not utilize Olympic Bench Press, Smith Machine and Hammer Strength Machines. 13 – 14 year

old non-members are not permitted to utilize the fitness center.

- Persons 15 years of age and older may utilize all pieces of equipment in the fitness center.
- Non-member patrons between the ages of 15 and 17 years of age must have a parent/guardian sign and complete a Release.
- Patrons are asked to adhere to a 30-minute time limit for each piece of cardio equipment, especially during peak evening hours.
- Patrons must wipe down equipment with cleaner after use. Do not spray cleaner directly onto the equipment. Instead, spray the towel and then wipe down the equipment.
- Only personal trainers that have a current contract with the Village of Groveport are eligible to train members and paid daily guests.
- Equipment orientations are available and strongly suggested for all first-time users.
- Water is the only type of beverage permitted.
- Proper attire is required. Non-marking closed-toed shoes are required (no sandals).
- Strollers/Baby Carriers are not permitted in the Fitness Center.

TRACK:

- An adult must accompany children 12 years and under.
- Walk, jog or run in the designated lanes, follow the posted directional signs and cautiously pass slower patrons.
- Only non-marking, soft-soled shoes may be worn.
- Stretching and "cool downs" should take place off the track.
- Baby joggers, strollers, roller blades and skateboards are not permitted. However, baby carriers (backpack or sling) are permitted.
- Carefully enter and exit the track. Avoid sudden stops.
- The track is not to be used as an observation area for other facility activities or areas.
- Walking = Inside Lane, Passing = Middle Lane, Running = Outside Lane.

CHILD CARE:

- Open to children 6 months - 6 years of age.
- Service is available for a maximum of 2 hours per child.
- Patrons shall be charged for full hour increments only. Partial hours will be rounded to the next hour.
- Parents must properly sign their child in and out of our Child Care Room. Only the person that signs their child in is able to sign their child out.
- A photo ID of the person signing the child in will be kept at the Child Care Room until the child is signed out by same person.
- Parents must remain at the Groveport Recreation Center while their child is visiting the Child Care Room. Outside activity is not permitted.
- Children that are ill are not permitted in the Child Care Room.
- Staff cannot administer medications.
- "Sippy Cups" and Bottles are permitted. However staff will not individually "feed" children.
- Due to possible allergic reactions by other children, food is not permitted.
- Staff does not change soiled diapers. Staff will page patrons if they believe that the patron's child requires a diaper change.

Groveport Recreation Center Facility Rules & Regulations

LOCKER ROOMS:

- Lockers are available on a first-come, first-serve basis.
- Children 5 years of age and under must be accompanied by a responsible adult.
- Children 6 years of age and older must use gender appropriate locker room or Family Locker Room.

LOCKER ROOMS continued:

- Personal belongings should not be left in public areas. Please secure and lock your goods in a locker.
- Locks must be removed after each use. Locks left on overnight will be removed and items will be bagged by Parks & Recreation Department staff. The VOG is not responsible for the items left in the locker or replacing the lock.
- The Village of Groveport is not responsible for the safekeeping of personal property while using the Recreation Center.
- Persons found violating Village or personal property will be prosecuted to the fullest extent of the law.

INDOOR AQUATIC CENTER:

- The indoor pool will be closed two to three weeks each summer for scheduled maintenance and repair.
- The indoor pool has varied open swim times due to accommodating a variety of aquatic needs, including swim lessons, swim teams, water fitness programs, special swims, lifeguard training and rentals. Different amenities may not be available and/or lap lanes may be limited at times. Please check the pool schedule closely to ensure your aquatic needs will be met.
- Children under 10 years of age must be accompanied by a responsible adult (18 or over) who intends to directly supervise them in the Aquatic Center.
- Children under 5 years of age must have an adult (18 or over) within arms reach of them at all times.
- Only bottled water is permitted on the pool deck (no food or glass containers).
- Groups bringing children to the Aquatic Center must have at least one adult per every 5 children and are responsible for the supervision of those children.
- Swimming is only permitted when lifeguards are on duty.
- Lined bathing suits are required. No cut-offs, thongs, underwear (boxer shorts/briefs/bras) are not considered lined bathing suits and therefore are not permitted to be worn.
- Swim diapers with external rubber membrane must be worn by those that are not yet toilet trained. Parents, please assist your young children in making frequent visits to the restroom to minimize accidents.
- Diapers must be changed in the restrooms only.
- All swimmers must shower before entering the pool.
- Please place personal items in a locked locker.
- Running, rough play and inappropriate conduct is not permitted.
- Squirt guns of any kind are prohibited.
- Snorkels may only be used by adults.
- Patrons may bring their own life vest for use at the facility. All life vests must be U.S. Coast Guard Approved. Water wings, baby seat floaters, suits with built-in flotation devices and water noodles are not

permitted. Exception: Adults may use water noodles during water exercise.

- Diving is not permitted from the pool deck.
- Private swimming lessons are not permitted.
- Only lifeguards are permitted on the lifeguard stands.
- A patron may only use one lounge chair.
- Shoes may not be worn on the pool deck.
- When lightening has been seen, or when thunder has been heard, or when the Lightening Detection System states that lightening is within 6 – 8 miles, the pool will close and staff will evacuate patrons from the pool and deck. The pool will re-open provided that there has been no lightening/thunder detected for a minimum of 30-minutes.
- In the event that the pool water is “contaminated” or the pool water chemistry needs adjusting, the pool may be shut-down for an indefinite period of time to allow staff to correct the problem(s).

FROG SLIDE:

- Slide feet first only and one rider at a time.
- Wait to slide until the landing area is clear.
- An adult must supervise children under 6 years of age.
- Please, no running on or around the slide.
- Please do not climb on the frog or nets.
- Designed for children 10 years of age & under.

LAZY RIVER:

- Use of lazy river is restricted to persons 42 inches and taller. Persons must also be able to swim unassisted to the exit.
- One rider per tube.
- Certain times will be designated for walking and inner tube use.

DIVING BOARDS:

- *Persons that are pregnant and persons with heart conditions or back/neck trouble are advised NOT to use the diving boards.*
- Diving is not permitted from the sides of the pool.
- Only one person at a time is permitted on the board and ladder.
- Divers must dive straight off of the diving board.
- Only one bounce per dive is permitted.
- Divers must wait until the person in front of him/her has reached the side of the pool before diving.
- Divers must swim directly over to the nearest ladder after diving.
- Swimming under the diving board or hanging from the board is not permitted.

LANE AREAS

- The roped off area is for continuous lap swimming.
- Swimmers may be required to share lanes.
- If sharing a lane, swim in a counter-clockwise circle direction.
- Swimmers may not sit on or swim under the lane markers.
- Stopping in the lanes is not permitted.

Groveport Recreation Center Membership Policies

GENERAL INFORMATION:

- Memberships are annual (12 months). Although you may pay for your membership monthly (Electronic Fund Transfer), membership contracts are not month-to-month.
- All membership purchases must be made in person at the Groveport Recreation Center, 7370 Groveport Road, Groveport, OH 43125.
- Family members under 18 years of age must have a parent or legal guardian complete and sign the Membership Application & Contract.
- Infants (0 – 2 Yrs.), Children (under 18 years of age) and Seniors (55+ Yrs.) are **REQUIRED** to provide proof of age.
- Married couples are **REQUIRED** to provide copy of marriage certificate (or other proof of marriage) for verification if last names are different than one another.
- Patrons are **REQUIRED** to complete a new contract at renewal. Proof of residency for Groveport residents is required when you renew. This keeps our files up to date, protects our residents and ensures that they continue to receive the lowest rates.
- Members may renew their memberships no so sooner than 30 days prior to its expiration.
- If a member wants to add a family member to an existing membership, a prorated withdraw of the current membership will be conducted and a new membership type will be sold.
- Members with physical handicaps who require special assistance may be accompanied by a care giver who may enter for free. The care giver may not use the facility without the member and is here solely to assist the member. If a care giver wishes to use the facility on their own time, he/she may purchase a membership or day pass.
- Children attending the Groveport Recreation Center without the presence of their resident parent/guardian or a Resident I.D. Card will be charged the Non-Resident Rate.

DEFINITIONS:

GROVEPORT RESIDENT:

Any individual residing within the corporate limits of the Village of Groveport. This includes anyone within Taxing District Number 185. Individuals are **REQUIRED** to provide a valid Ohio Driver's License or State Identification Card accompanied by a Groveport Water Bill, another utility bill or tax bill.

GROVEPORT CORPORATE RESIDENT:

Any individual that lives outside the corporate limits of the Village of Groveport, but is employed within the corporate limits of the Village of Groveport. Individual is **REQUIRED** to provide a recent pay stub showing the person's name and business address. Individual must provide a valid company photo identification card.

FAMILY:

Married couple (as recognized by the State of Ohio) or single adult, and any children. Children must be residing in the same household, claimed on the adult's most recent federal income tax return and attending a primary or secondary school, university, college or trade school full time (12 credit hours or more). Adult's most recent federal tax return, birth certificate for each child and proof of enrollment in primary, secondary, university, college or trade school are **REQUIRED** at the time of purchase.

YOUTH:

Any child 3 – 12 years of age. Proof of age is **REQUIRED** at the time of purchase.

COLLEGE STUDENT:

Any individual that is attending a university, college or trade school full time (12 or more credit hours). Proof of enrollment is **REQUIRED** at time of purchase.

MILITARY:

Any individual that is currently working for any federal military branch. Individual is **REQUIRED** to provide a recent pay stub and military identification.

SENIOR ADULT:

Any individual that is 55 years of age or older. Proof of age is **REQUIRED** at the time of purchase.

SENIOR MARRIED COUPLE:

A senior married couple is defined as a married couple (as recognized by the State of Ohio and each is 55 years of age or older) living at the same residence. Married couples are **REQUIRED** to provide copy of marriage certificate (or other proof of marriage) for verification if last names are different than one another.

AGE:

An individual's age shall be determined as of the purchase date of the membership. Rates will not be prorated for persons changing age classifications within the year of their membership.

PROGRAM AND RENTAL FEES:

Non-Residents that purchase a Groveport Recreation Center membership shall be charged resident program and rental fees for programs and rentals offered at the Groveport Recreation Center.

MEMBERSHIP CANCELLATIONS/TRANSFERS:

Membership cancellations will not be granted and pro-rated refunds will not be given, except for the following hardship cases:

1. **Job transfer outside a 25-mile radius of the Groveport Recreation Center.** Patron is **REQUIRED** to provide a letter from his/her Human Resource Department stating that he/she has been transferred within the same company. Patron is **REQUIRED** to provide forwarding business address and phone number for verification.
2. **Relocation/Move outside a 25-mile radius of the Groveport Recreation Center.** Patron is **REQUIRED** to provide mortgage/lease documents (proof of move) with new address and phone number for verification.
3. **Medical condition of an indefinite nature.** In the case of medical condition, the following options are available: (a). Member may receive a pro-rated refund if patron provides a letter from his/her physician stating that patron has a medical restriction of an indefinite nature. (b). Member may request to have their membership "put on hold" provided that member provides a letter from physician stating how long patron is on the medical restriction (Note: medical restrictions are limited to no longer than six months).
4. **Patron death** (copy of Death Certificate or obituary **REQUIRED**).

In the event that patron does not meet any of the above hardship criteria and would like to cancel/transfer their membership, patron may submit a letter explaining their need to cancel/transfer their membership to the Director of Parks & Recreation (7370 Groveport Rd., Groveport, OH 43125) for consideration. The Village Administrator, upon recommendation of the Director of Parks & Recreation, will make the final decision regarding special requests.