**Terms & Conditions- Staff Membership**

1. **Members**

* Members may be required to provide proof of status.
* If a member during this agreement is no longer staff of the University they must immediately notify the Centre.
* Staff Members are entitled to claim half an hour per week ‘flexitime’ when using the Sport Centre.
* Members are bound by the Centres General Terms and Conditions, these may be found on the Centres Website: sport.southwales.ac.uk/treforest/terms/

1. **Payment**

* Memberships fees are paid for a minimum of 12 months
* Membership must be paid in full at time of purchase.
* If paying monthly directly through salary then a minimum of 12 payments must be made. Payments will continue following this period unless one months notice of cancellation is given.
* Prices will be reviewed annually in September. You will be informed of any increase.

1. **Early termination/Refund**

* Members may cancel this agreement within 14 days without giving a reason.
* The cancellation period will expire 14 days from the day you accept the terms of this agreement.
* Memberships may be refunded for medical reasons (a doctors certificate will be required); or where a University staff member finishes their employment.
* Requests for refunds should be made, in writing, to the Director of Sport. An administration fee may be charged.
* The University may terminate Membership if the Member breaches any terms of this Agreement.
* Membership may not be frozen or temporarily suspended by the member.

**4. No transfer of Membership**

* Membership is personal to the Member. Members are not permitted to allow any other person to use their Membership. In particular, others may not use Members cards to book facilities or gain entry to the Centre.
* Membership accounts are personal to the member, should a member withdraw from the University the membership cannot be transferred to another person.

1. **Membership Cards**

* Membership cards are collected from USW Treforest Sport Centre reception desk.
* Members will have their Membership Cards recorded against their account.
* A replacement membership card can be obtained from the Centre; a charge will be made of £2.
* Members will need to present their card each time they wish to use the Facilities, failure to do so will result in non-member fees being charged.

1. **Bookings**

* All facilities and activities in the Centre can be booked by members up to 7 days in advance.
* Please make every effort to advise the reception staff at the Centre if you are unable to attend a booked session.
* Telephone bookings are permitted by Staff Members. Payment for the booking must be made in full prior to the activity commencing.
* All bookings not taken five minutes after start may be re-let.
* PREMIER MEMBERS – If you are unable to attend a booking, a minimum of 24 hours notice is required. Failure to do this on more than one occasion will result in loss of advance booking privileges for one month.
* Back to back bookings are permitted up to a maximum of 2 sessions, but it is not permissible to book 2 courts at the same time.
* GOLD MEMBERS – If you are unable to attend a booking, a minimum of 24 hours notice is required. Failure to do this will result in payment remaining on your account and must be paid for on your next visit to the Sport Centre.