

**Brent**

G002 Issue 23 May 2018

Fitness Studio/Health Suite Membership Application Form

Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:		Age:	
Name:		Surname:			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (PLEASE STATE):				
Address:					
Town:			Postcode:		
Telephone:	Home:	Mobile:		Work:	
Email Address					
In case of emergency:	Name: Telephone Number:				
Type of membership:	<input type="checkbox"/> Full <input type="checkbox"/> Off Peak <input type="checkbox"/> Concession (Proof must be shown to be eligible for any concession rate) <input type="checkbox"/> Corporate <input type="checkbox"/> Joint <input type="checkbox"/> Sauna/Steam Only <input type="checkbox"/> Annual <input type="checkbox"/> Casual <input type="checkbox"/> Junior				

Physical Activity Readiness Questionnaire (PAR-Q)

Please read the questions carefully and answer by ticking the YES / NO box accordingly		YES	NO
1	Has your doctor ever said that you have a heart condition?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you recently had chest pains brought on by exercise?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are you currently receiving treatment / medication for High Blood Pressure?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you have bone or joint problems that could be aggravated by exercise?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you often feel faint or have dizzy spells?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you suffer from epilepsy or chronic asthma?	<input type="checkbox"/>	<input type="checkbox"/>
7	Is there any possibility that you may be pregnant or given birth in the last 6 Months? (Miscarriage, Pregnancy, Fertility problems)	<input type="checkbox"/>	<input type="checkbox"/>
8	Are you a Diabetic Type I or Type II?	<input type="checkbox"/>	<input type="checkbox"/>
9	Have You undergone surgery in the last six months?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are you over the age of 65 and not accustomed to vigorous exercise?	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there any reason not mentioned above that would stop you taking part in an exercise programme or use of the sauna/steam facilities?	<input type="checkbox"/>	<input type="checkbox"/>
12	Junior Membership Only: Are there any other medical conditions that are not on this list that may affect your Childs ability to use the fitness studio (Please specify below)	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that the answers are correct at today's date, to the best of my knowledge and belief. I undertake to notify staff at once if at any future dates any of the above answers change. I agree not to use any of the exercise equipment without receiving a full induction beforehand in its use from a member of staff.

If you answer yes to question 3 and/ or more questions you will need to bring a letter from your doctor stating you are fit to take part in a graduated exercise programme.

Postpone your entry in the exercise programme if you have temporary minor illness such as a sore throat, cold, flu etc.

If you want to receive information on any special offers on activities or services at Bridge Park Community Leisure Centre then tick this box ☐

I have read the Membership Terms and Conditions and Rules of Use. I understand them and agree by them.

Signature: _____ Date: _____

Junior Membership only: With my signature I permit my child to use the Fitness Studio.

Parent / Guardian Signature: _____ Date: _____

Print Name: _____

Please help us to ensure that all activities meet the needs of all the ethnic groups within our diverse borough, by telling us about you. Any information you provide is totally confidential and although it is not compulsory, all information gathered will help us to provide a better service to all sections of the community.

Please tick the ethnic group you most identify yourself with:

Asian or Asian British	Black or Black British	Other ethnic groups
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Somali <input type="checkbox"/> Other Black background	<input type="checkbox"/> Afghan <input type="checkbox"/> Eastern European <input type="checkbox"/> Turkish <input type="checkbox"/> Other ethnic group
White	Mixed Race / Dual Heritage	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> British/English/Welsh/Scottish/Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy Roma <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> White other	<input type="checkbox"/> White/Black Caribbean <input type="checkbox"/> White/Black African <input type="checkbox"/> White/Asian <input type="checkbox"/> Any other mixed background	

How did you hear about us?

- ☐ Member Referral ☐ Word of mouth ☐ Corporate ☐ Advert (WHERE, PLEASE STATE)
☐ Promotion (PLEASE STATE) ☐ Other (PLEASE STATE)

What is your sexuality?

- ☐ Heterosexual/Straight ☐ Bisexual ☐ Gay Man ☐ Gay Woman/Lesbian ☐ Prefer not to say

What is your religion?

- ☐ Agnostic ☐ Buddhist ☐ Christian ☐ Hindu ☐ Humanist ☐ Jewish ☐ Muslim ☐ Sikh ☐ No Religious belief
☐ Prefer not to say ☐ Other (PLEASE STATE)

Do you consider yourself to have a disability?

- ☐ Yes ☐ No ☐ Prefer not to say

If you have a disability, please indicate which reflects your disability:

- ☐ Hearing (deaf, partially deaf or hard of hearing) ☐ Learning Disability (dyslexia, autism)
☐ Long Term Illness (cancer, HIV, multiple sclerosis, diabetes) ☐ Mental Health (depression, schizophrenia)
☐ Physical Impairment (using wheelchair, difficulty using arms) ☐ Vision (blind or partially sighted)
☐ Speech (speech impairment causing communication problems)
☐ Other (please specify)
☐ Prefer not to say

Fitness Suite & Health Suite Induction Checklist

- ☐ Admission Process
☐ Terms & Conditions of use
☐ Locker Allocation
☐ Health Suite (Open/ Closing times)
☐ Fitness Classes
☐ Fire Exits & Emergency Evacuation / First Aid
☐ Personal Programme / 6 Week Programme Update

Office Use

Gym Induction Subscription added to MRM by: _____ Date: _____

Sauna / Steam Induction Subscription added to MRM by: _____ Date: _____

Data Protection and GDPR

You are providing your information to Brent Council's Bridge Park Community Leisure Centre, contact details bridgeparkclc@brent.gov.uk The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk, or 020 937 1402.

Your information is collected for the purpose of providing access to the facilities and activities taking place at Bridge Park Community Leisure Centre.

The information will be saved on Brent Council computer systems and will not be shared with third parties. Brent Council shall process your information in adherence to your information rights under UK Data Protection legislation and the GDPR. The categories of personal data that will be processed include contact details, financial information and demographic data.

The information shall be retained for 7 years from last transaction date as stated in the Local Government Finance Act 2012 and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at www.brent.gov.uk/privacy

Membership Terms and Conditions

General

- On arrival at BPCLC, all users must report to the Sports Reception Desk.
- Please ensure that you bring your membership card with you on any visit to BPCLC. Admission to facilities may be denied without production of a valid membership card. Membership cards may only be used by the registered member and any fraudulent use of the card by the member will result in cancellation of that membership with no refund being made.
- Customers who purchase a Sauna and Steam session must wear the coloured band that's issued at the point of sale.
- It is a member's responsibility to keep safe their membership card, should it be lost, stolen or misplaced the member must purchase a replacement card at a fee of £5.
- Proof of identification (I.D) (e.g. current Passport, Driving Licence or Student I.D) and address (e.g. utility bill or bank statement) must be provided when applying for a new membership. Proof of address documents need to be dated within two months of membership application.
- Please inform Brent Council staff/management (us/we) of any changes in your address and or other contact details e.g. email address to enable us to communicate with you when required.
- Before using any exercise equipment at BPCLC, you must complete a pre-exercise readiness questionnaire. A new questionnaire must also be completed if a new medical condition arises, or an existing one alters. Please contact reception if you wish to check that your details are up to date.
- All users must have an induction before they are allowed to use the fitness equipment.
- Changing room lockers are free to use but Fitness Studio lockers may only be obtained by depositing £5 cash. Locker keys must be returned at the end of the session or the £5 deposit will be withheld. Failure to return the locker key will result in a charge of £25 being made for a new key/lock. Customers will not be allowed to use the facility until this payment is made and there will be no refund of any membership fees due to suspension of membership.

- We reserve the right to refuse admission and/or terminate membership of the facilities, or suspend for a specific period or refuse to renew the membership of any member whose conduct is or may, in the Management's reasonable opinion, be detrimental to the goodwill or reputation of the facilities or amounts to a material breach of the Terms and Conditions and Rules of BPCLC. Any member so expelled shall forfeit all privileges to the membership and shall not be entitled to any repayment of membership, for any period during which the member is suspended.
- You agree to comply with the Rules of Membership which are displayed prominently in BPCLC and on the Council website (www.brent.gov.uk) and relate to the use of facilities and your conduct. Brent Council may make reasonable changes to these Rules at any time provided we give you reasonable advance notice of the changes. The notice period will be dependent on the nature and level of changes.

Monthly Membership

- Memberships are offered on a monthly basis, unless a multiple month promotional offer is made available.
- Monthly memberships cover a calendar month e.g. if payment is made on the 12th day of the month, the membership will expire on the 11th day of the following month.
- All Monthly and Annual Memberships provide access to the Fitness Studios except when it is pre-booked for e.g. for a group session.
- Subject to availability, monthly and annual members can book fitness classes and the Health Suite at no additional cost. If a class is cancelled, an alternative class will be offered where possible. Refunds and or extension of any amount of the monthly or annual membership fees will not apply.

Junior Membership

- Minimum age for junior membership is 14 years. (Proof of date of birth must be shown at time of joining). Junior membership ends the day before the members 17th birthday.
- Parental/guardian authorisation must be submitted on application of membership.
- In line with the Institute of Sport and Recreational Management (ISRM) guidelines, juniors cannot use the Health Suite.
- Last entry to the Fitness Studio for junior members is 6:30pm and the studio must be vacated by 7:00pm

B-Active card holders and Casual users

- Casual users of BPCLC must make a payment for each activity at the time of booking.
- B-Active card holders / casual users who have not used the Fitness Studio for more than 12 months will be provided with a re-familiarisation induction free of charge.
- Renewals and eligibility for a B-Active Scheme card is subject to the schemes' Terms & Conditions. Information on scheme is available at reception and or on the Brent Council website.

Concessions

- If you are taking advantage of any of our concessionary rates we will need you to provide satisfactory proof (dated within two months of concessionary use) of your entitlement to such rates. If you fail to do so then you will lose your right to the concession and be charged the full applicable membership/use fees. We will ask for proof on a regular basis. (At monthly renewal of concession membership and quarterly/annually for B-Active renewal).

Cancellation of Fitness Classes

- Bookings made for group fitness classes are subject to a 24 hour cancellation notice. If you don't give the necessary notice, a non-attendance fee will be charged at the casual rate and will need to be paid before any further bookings can be made. Please be aware that the charges are there to encourage a more effective system.
- If a class has to be cancelled, an alternative class will be offered or a refund given to those that have paid for the class. We reserve the right to change instructors without prior notice.

Repairs and Maintenance

- We may need to close a sports facility, or part of it, for repair and maintenance or when it is damaged and is unfit or not safe to use. In these circumstances we will:
 - give you as much notice as practicable by displaying notices at the facility
 - indicate the nearest alternative facilities available during such period of closure
 - extend your membership to reflect your losses when we need to close any facility for longer than 7 days.

Fees and Charges

- BPCLC membership fees and charges are reviewed annually, revised fees will be displayed on the Brent Council website.

Changes to Terms and Conditions

- Brent Council reserve the right to amend these Terms and Conditions and will give you reasonable advance notice of the changes. The notice period will be dependent on the nature and level of changes.

Rules of Use

To ensure that all customers enjoy their experience at BPCLC, please observe the following rules:

Conduct

- A zero tolerance approach is applied to unacceptable verbal and physical behaviour directed towards staff and customers.
Behaviour that is regarded as unacceptable includes but is not limited to:
 - Excessive shouting;
 - Swearing;
 - Harassment;
 - Bullying;
 - Discrimination;
 - Threats.

Any unacceptable behaviour will be taken very seriously and may result in the immediate removal from the centre and the permanent exclusion of offenders. The police will also be called as appropriate.

Use of Facilities

- Please wear the appropriate clothing and footwear when using the Health Suite and Fitness Studios and follow the safety procedures on display.
- When using the Fitness Studio, users must bring a towel to wipe the equipment after use.
- Weights which are provided free of charge must be returned to their correct places after use.

- Only suitable clothing such as swimwear should be worn in the Sauna and Steam Room. Specialist clothing such as 'sweat suits' do not comply with manufacturers health and safety guidelines and therefore must not be worn.
- All users of the sauna and steam must comply with the Institute of Sport and Recreational Management (ISRM) Guidelines as per the poster displayed in the changing rooms.
- Hair dyeing, exfoliating, body scrubbing and shaving and the use of essence oils are prohibited in BPCLC.
- Children under the age of 16 are not allowed to use the Sauna and Steam Rooms and they cannot be taken into the changing rooms while parents or guardians are using this facility.
- The thermostat in the Sauna or Steam Room must not be covered or tampered with in anyway.
- Clothing, towels, swimwear etc. must not be placed in the Sauna for drying.
- Drinks (fizzy drinks are not recommended) should only be consumed from sealed **plastic bottles** to comply with Health and Safety guidelines.
- Bags, outdoor clothing, e.g. jeans, footwear should be placed in in the changing room lockers, which are provided free of charge and should not on any occasion be brought into the activity areas e.g. Fitness Studio, Sauna and Steam room.

Opening Hours

- Opening hours for BPCLC and the sauna and steam room vary and are displayed outside the changing rooms and on the Brent Council website.
- The sauna and steam facility is switched off 30 minutes before it is due to close and last entry to the Health Suite is 60 minutes before it is due to close. This is to allow adequate time for showering and changing. Staff will also begin end of day cleaning and safety checks at this time.
- Reduced opening hours for Bank Holidays, Christmas and New Year Holidays have already been considered and factored into the membership prices.

Photography and Use of Mobile Phones

- The use of photographic equipment including cameras and mobile phone cameras are strictly prohibited in BPCLC without the prior permission of the Duty Manager.
- Mobile phones are not permitted for any purpose other than as a personal music player in the gym or exercise areas.

Use of Electrical Devices

- The charging of electrical devices e.g. mobile telephones, laptops, iPads is prohibited.
- The use of any electrical products e.g. hair dryers, straighteners/curling tongs is hazardous and must not be used.

Changes to the Rules

- You agree to comply with these Rules of Membership which are displayed prominently in BPCLC and on the Council website (www.brent.gov.uk) and relate to the opening hours, use of facilities and your conduct. Brent Council may make reasonable changes to these Rules at any time provided we give you reasonable advance notice of the changes. The notice period will be dependent on the nature and level of changes.