

Family Wellness Membership Policies

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SCOPE: All Family Wellness Fargo Members and Guests

PURPOSE: To clarify the Membership and Guest Policies of Family Wellness Fargo

I. Membership Options & Types

- **Monthly Membership** – Monthly credit card payment or EFT draft from a checking or savings account on the 2nd of each month (or the next business day). Monthly drafts must be cancelled in writing by the 15th of the previous month to avoid future drafts (reference full cancellation policy for complete details). Eligible membership types include Individual, Family/Household, and Family/Household with Childcare.
- **Annual Membership** – Annual memberships are not refundable, except in the event of serious illness or injury which is documented to show you cannot continue any activity in the facility, moving away from the Fargo/Moorhead area, or death of the member. Eligible membership types include Individual and Family/Household. Includes a discount on membership fee when paid in full with cash or check only.
- **Prepaid Membership** – Other prepaid options include Quarterly (3 months) and Semi Annual (6 months). These options are paid in full at the time of enrollment and do not qualify for a discount. Eligible membership types include Individual and Family/Household.
- **Trial Membership** – Members may purchase a one month membership as an extended trial or because they are only able to access the facility for a limited time. This membership option is not available for consecutive months of access. These options are paid in full at the time of enrollment and do not qualify for a discount.
- **Membership Types**
 - **Individual** – One person age 12 and up. Individual members under the age of 18 must have a parent or guardian present at the time of membership enrollment.
 - Will not receive complimentary guest passes if under 18 years of age.
 - **Family/Household** – Includes up to two adults over the age of 18 residing at the same address and their dependent children under the age of 24. When a dependent child reaches age 24, they must purchase their own membership, or be one of the two adults listed on the membership.
 - **Family/Household with Childcare** – Includes the criteria of the Family/Household membership type, but with the addition of unlimited drop in childcare access for the children listed on the membership. Childcare access is for children ages two weeks through nine years and must comply with all childcare policies.

- **Family Wellness Employee Membership** – Family Wellness Employees are benefitted with a free Individual or Family/Household membership depending on employment status. These memberships are active as long as they are still an active employee. Any change in employment status could result in a change in membership status, either in membership type or in membership access.
 - Part Time employees receive a free Individual membership.
 - Part time employees have the option of upgrading to a Family/Household or Family/Household with Childcare membership by paying the difference between an individual and the desired membership. The employee must be the main member.
 - Full Time employees receive a Family/Household membership.
 - The employee must be the main member on the account and are subject to the Family/Household membership terms outlined in this document.
 - Employee memberships are subject to the same terms and conditions as non-employee memberships, including (but not limited to) Cancellation & Changes.
 - Employee memberships are monthly, with any fees associated with membership upgrades paid in accordance with our monthly billing policy.
- **Need Based Membership** – The Family Wellness Need Based Membership program matches qualified individuals and families who demonstrate a financial or circumstantial need with a reduced price six-month membership. To determine the match amount, Family Wellness requires specific information about your financial situation as well as any special circumstance(s) that may warrant additional support. For application and the complete guidelines refer to familywellnessfargo.org/memberships.
- **Insurance Supported Memberships** – Family Wellness partners with a number of insurance providers who offer incentivized access to wellness and fitness facilities. Access to these options depends on each provider’s specific guidelines and restrictions. For our current partnerships, including programs that provide access for active older adults, contact our Member Relations team.

II. Membership Conditions

- **Enrollment Fee** – Family Wellness currently does not charge enrollment fees.
- **Freeze (Membership on Hold)** – Freezes must be submitted in writing, in person, or on our website at familywellnessfargo.org/memberships by the 15th of a month prior to the 1st of the effective month. Membership Freezes are allowed twice per calendar year, with up to four total months frozen in that calendar year for a maintenance fee of \$10.00 per month (paid in full or monthly automatic withdrawal). Members who are on hold are still considered continuous members as long as the membership is not cancelled at any time during or after the hold. While on a Freeze, members are eligible for reduced priced day passes in the event they want to access the facility. All Freeze requests will include a membership reactivation date, which will automatically reinstate member access and billing. For the complete Freeze guidelines, refer to our Freeze form.
- **Membership Cancellation & Changes** – Should a member, or the parent/legal guardian of a minor child(ren) member of Family Wellness need to cancel the membership, the membership account balance must be paid in full and brought to zero. The member must submit in writing to cancel or change the existing membership. The request must be submitted no later than the 15th of the month prior to the 1st of the effective month (i.e. if a cancellation is to become effective on September 1st, Family Wellness must receive the written cancellation notice on or before August 15th). Cancellations will not be accepted over the phone. Acceptable forms of written notice are: a

cancellation form completed at the Family Wellness' front desk, a membership change form submitted on the Family Wellness website, or an email to familywellnessfargo@sanfordhealth.org that includes members name, account number, and effective date for requested change. Upon receipt, all acceptable forms of cancellation will be confirmed by a Family Wellness staff person. Failure to comply with said membership cancellation guidelines can result in responsibilities of membership for the additional month, including the payment of fees.

- **Refunds, Extensions, or Transferring** – Family Wellness may grant a refund or extension of renewal date or put a membership on hold when requested by a member in the following cases:
 - Serious illness or injury that prevents the use of Family Wellness or its programs substantiated by a doctor's statement. Supporting materials are to be provided at the time of leave request.
 - Death of a member.
 - Other rare cases as approved by the Director of Family Wellness.
 - Membership transfer can be appropriate pending approval by Family Wellness leadership, with each circumstance reviewed individually.

In the event that a member claims they completed the cancellation process but continues to be billed for an extended period, Family Wellness will investigate the claim. Family Wellness, at its sole discretion, can refund up to three months of dues pending that the account in question has not been used by anyone on the membership. Claims that are found to be billed in error by Family Wellness will be refunded in full.

- **Late Fees** – Monthly membership fees are due the 2nd of the month and are the responsibility of the member. If monthly membership fees are declined due to a declined credit card or EFT, a late fee of \$20 will be charged if not paid by the 15th of the month.
 - In the case of a declined payment from an EFT, any NSF fee billed to Family Wellness is the responsibility of the member and will be passed on to the member in the form of a \$20 charge. If the declined due is not paid by the 15th of the month, the additional \$20 late fee will also be applied.
- **Collections** – Membership dues that are not made current by the last day of the month will move to a "collection" status.
- **Code of Conduct** – All Family Wellness users, including (but not limited to) members, guests, and staff, are expected to abide by the Family Wellness Code of Conduct. Family Wellness and its staff reserve the right to interpret and enforce the Code of Conduct as it sees fit. The Family Wellness Code of Conduct is a living document and can be updated at any time.
- **Suspension or Revocation of Membership** – Membership privileges may be suspended or revoked by Family Wellness Director. The length of suspension and/or refund of membership dues will be determined by the same authority. In partnership with the YMCA, Family Wellness will follow and implement any suspension or restricted access that is enforced at partnered facilities.
- **Insurance Incentive Programs** – Family Wellness is a partner with insurance providers with a variety of incentive based programs. Insurance reimbursement programs are not considered a discount, and therefore can be combined with other special offers. Members may only receive a reimbursement of up to the amount that they have paid. It is the responsibility of the member to

understand the criteria for participation, including any changes in benefits, as well as confirming that benefits are successfully received. Family Wellness reserves the right to partner with specific insurance programs at any time.

- **Sanford Health Employee Benefit** – Through a commitment to the wellness of its employees, Sanford Health currently pays 20% of Family Wellness memberships for their employees and their families. Sanford Employees must present ID badge and number to receive benefit. The Sanford Employee (or eligible spouse or dependent) must be the main member of the membership whenever appropriate. Employee name must be entered as it is in the Sanford Directory. The criteria for Sanford Health employee benefits are approved annually by Sanford leadership, and are subject to change.
- **Non-Traditional Dependence** – Foreign exchange students, foster children, or any other scenario where minors are living at the address for an extended period are treated the same as a dependent on a family membership and must follow existing policies as outlined.
- **Employer Groups** – If your employer group would like to provide support for memberships, special billing arrangements can be made. Please contact the Member Relations Manager for additional information.

III. Membership Inclusions

- **Complimentary Guest Passes** – Active Family Wellness members over 18 years of age will receive up to six complimentary guest passes each calendar year, per membership, that are non-transferrable and non-refundable. Three guest passes are distributed at the time of membership enrollment, then January and June of each year following enrollment for each membership. Guest passes expire each year on December 31; they do not carry over or accrue into a new calendar year. To redeem a complimentary guest pass, an active member must be over the age of 18 and be present at the time of guest access. Members under the age of 18 are unable to issue a guest pass. Minors (under 18) accessing the facility as a guest must have a signed Agreement for Unaccompanied Minor Access on file to be completed by their parent or legal guardian. Waivers can be completed on the Family Wellness website or in person at the Member Relations Desk. Complimentary Guest Pass access is for a single visit only and does not accommodate reentrance to the facility. If a membership's complimentary guest passes are depleted, guests of a current Family Wellness member can use the Day Pass option to access the facility.
- **Partnership Benefits** – Family Wellness is a partnership between Sanford Health and the YMCA of Cass and Clay Counties. Because of that partnership, Family Wellness members receive the following benefits:
 - **YMCA of Cass and Clay Counties:** Family Wellness members receive Partnership Passes, which allow for 12 complimentary visits to either of the YMCA of Cass and Clay Counties facilities (must bring membership card and ID). Family Wellness members also pay YMCA member rates on YMCA program offerings. YMCA Members receive member rates on Family Wellness programs and services. Some exclusions may apply.
 - **YMCA Reciprocity (outside FM area YMCA's):** Family Wellness members may have access benefits to other YMCA locations. Access benefits are determined by the host YMCA and may be subject to their membership policies.

- **Family Wellness Bismarck/Mandan:** Family Wellness members of each location receive full reciprocity with the other Family Wellness location as long as the majority of your monthly visits are at your home site (which collects payments for membership dues).
- **Sanford Health:** Medical Fitness and Wellness events and programs with Sanford Health professionals on a variety of topics are available at Family Wellness. Schedules and classes can be found at familywellnessfargo.org and are subject to change.
- **Membership Cards** – The membership card is a security ID and proof of membership at Family Wellness and shall be presented at each visit upon entry into the facility. Members may also check in by using a digital image of their membership card. All family or household members must check in, including all children. Member cards are issued to children ages 9 and up. If a card is forgotten, a photo I.D. must be presented if there is not a current photo on the member account. If a card is lost, a new card may be purchased. Family Wellness members are expected to have a membership card (in person or digital) in order to access the facility.

IV. Non-Member Access

- **Day Passes** – Day Passes are available for nonmember access to Family Wellness and are valid for entry (including re-entry) for the day purchased. Day Passes expire at facility closing and are non-transferable.
 - Day Pass – Individual \$20.00
 - Day Pass – Family/Household \$30.00
 - Family/Household Day Passes follow the same restrictions as a Family/Household membership by including two adults over the age of 18 residing at the same address and their dependent children under the age of 24.
 - Anyone under the age of 18 purchasing a Day Pass must have a parent or legal guardian present at the time of access or have a signed Agreement for Unaccompanied Minor Access completed by parent or legal guardian before access to the facility.
 - Active YMCA members are able to purchase discounted Day Passes once all of their Partnership Passes have been redeemed. Discounted Day Passes are sold to active YMCA members only. Cancelled YMCA members and guests of YMCA members are subject to full price Day Pass rates.
- **Promotional Access** – Family Wellness will offer a variety of access related promotions. Any access is still subject to our Guest Pass Policy, unless specified as part of the specific promotion. Family Wellness reserves the right to no longer honor promotions at any time.
- **Community Benefit** – Family Wellness offers a variety of community support membership access, including (but not limited to) silent auction donations, Family Support Program, or approved special circumstances. These situations are reviewed by Family Wellness leadership and are conditional on approval. Benefits associated with the above are non-transferable, have no cash value and are not to be combined with any other offers.
- **Caregivers** – Family Wellness allows access for caregivers of active Family Wellness members, including (but not limited to) nannies, support staff, or any other professional caretaker over 16 years of age. Caregivers are allowed to use the different areas of Family Wellness as long as they are doing so while providing the necessary level of support to their client/child. Caregivers of children may bring children to programs, swimming, or youth activities. If they plan to use facilities

independently, they must have their own membership. All caregivers are subject to Family Wellness approval, and Family Wellness reserves the right to remove access at any time.

V. Age Guidelines

- 0-8 Years** Must always be with a parent or guardian over the age of 16 at all times in Family Wellness. Not permitted in the fitness center, group fitness classes, or adult programs at any time. Children up to age eight may be supervised (within arm's reach) by a parent or guardian on the track, in the basketball courts, racquetball courts, or in the pool. Drop-in childcare is available for children through age 9 and is subject to all childcare policies including posted hours.
- 9-11 Years** Children ages 9 – 11 may use the basketball courts, pool, and racquetball courts while supervised by a parent or guardian over the age of 16; they may also use the track and bridge if closely supervised by a parent or guardian. Exercises and equipment usage for children ages 9 – 11 should comply with posted Family Wellness requirements.
- 12-14 Years** Children 12 and up may be in the facility without a parent or guardian and are eligible to be the sole member of an individual membership (Legal parent or guardian must be present at time of enrollment). Will not receive and are unable to issue complimentary guest passes. Children 12 – 14 may use the fitness center and group fitness classes when closely supervised by a parent or guardian aged 15 or older (except BODYPUMP, which allows unsupervised attendance at age 15). Exercises and equipment usage for children ages 12 – 14 should comply with posted Family Wellness safety requirements. Non-member children must have a legal parent or guardian present at the time of access or a completed Agreement for Unaccompanied Minor Access.
- 15-17 Years** May use all Family Wellness areas and attend classes without restriction. Eligible to be the sole member of an individual membership (Legal parent or guardian must be present at time of enrollment). Will not receive and are unable to issue complimentary guest passes. Non-member children must have a legal parent or guardian present at the time of access or a completed Agreement for Unaccompanied Minor Access.
- 18+** All access. May sign up for membership independently.

Closing/Unsupervised Children: All children must exit the building by closing time. If a child is left at the facility after closing time, an attempt to contact the parent/guardian on the membership will be made to arrange pick up. If the attempts to contact parents are unsuccessful, the police will be notified. Children being left in the facility after closing time repeatedly will be subject to disciplinary action determined by Family Wellness Director, which may include removal of access. Children ages 0 – 11 years may not be left in the building at any time without a parent or caregiver over age 16 (unless enrolled in a supervised program). If parents of unsupervised children cannot be reached, the police will be contacted.

VI. Services Offered for an Additional Fee

Family Wellness offers a variety of services at an additional fee, including (but not limited to) Personal

Training, Drop-In Childcare, and Registered Dietitian sessions, are an additional cost. Youth and Adult programs, such as Swim School or Healthy Cooking Classes, and other Adult Fitness Programs may have additional fees. Active members will have access to special member rates for Family Wellness programs and services. All service package purchases expire within 1 year from date of purchase. Family Wellness reserves the right to adjust fees or package values at any time.

VII. Policy of Nondiscrimination

It is the policy of Family Wellness to make memberships available to all persons regardless of race, color, religion, sex, age, marital status, sexual orientation, national origin, disability or financial circumstances without discrimination.

VIII. Service Animals

Family Wellness recognizes service dogs as outlined by the ADA, and supports their access to the facility as long as they are under control of the owner.
ada.gov/service_animals_2010.htm

IX. Sex Offenders

It is the policy of Family Wellness to not allow access to persons known to be listed sex offenders. If during the process of a sex offender screen a member name is flagged for a potential match, Family Wellness reserves the right to investigate to determine credibility of the finding. If confirmed, Family Wellness reserves the right to remove future access as a member or guest.

Family Wellness reserves the right to change these policies at any time and without notice.