

Briggs Wellness Center

399 Ninth St N., Naples, FL 34102
 PH: (239) 624-2750 - Fax: (239) 624-2751
 WellnessEnrollments@nchmd.org

**Whitaker Wellness Center**

2330 Immokalee Rd., Ste 1, Naples, FL 34110
 PH: (239) 624-6870 Fax: (239) 624-6871
 WellnessEnrollments@nchmd.org

NCH WELLNESS & FITNESS CENTERS HOLD FORM

PLEASE RETAIN YOUR COPY – IT WILL BE REQUIRED IN THE EVENT OF ANY DISCREPANCY.

The copy must be dated and signed by a Wellness Staff member to be valid.

Please print name of each individual account going on hold:	Membership Type	Scan Tag #	Date of Hold
1.	Monthly / Annual		
2.	Monthly / Annual		
EMAIL	PHONE		

I acknowledge and agree to the following terms & conditions in this Hold Form with my signature below:

- Accounts must be paid in full prior to being placed on hold and hold must be for a minimum of 4 weeks.
- Scan cards are required at check-in. Replacement scan cards are \$10.00.
- Locker rentals may not remain active with an inactive membership status. Contents must be removed prior to hold date. Any items left in locker after hold date will be considered “abandoned”, held for 30 days, and then donated to a local charity.
- Member must fill out a “Hold Form” for the hold to be guaranteed and must furnish proof of such form if a discrepancy occurs. Holds must be done in writing and will not be taken over the phone. Phone messages will not be accepted as proof of hold. Hold forms CAN NOT be back dated. Memberships are continuous and remain in effect, regardless of attendance, until written notice or “Hold Form” is filled out and submitted.

Monthly Membership

- Holds may be placed for monthly accounts after pro-rated dues and full month bill have been paid. The last month is not prorated.
- Completed hold Forms must be submitted by the 25th of the month to avoid being billed for the following month. Refunds will not be provided for hold forms received after this date.
- A \$25.00 reactivation fee will be charged for EACH monthly membership being reactivated from a hold status.

Annual Membership

- Reactivation fees are waived for annual memberships.
- Annual lockers will receive remaining locker time upon reactivation.
- Annual memberships placed on hold for more than 12 months will be automatically cancelled. If an annual hold exceeds 12 months, the time remaining is forfeited.
- Annual memberships are non-refundable.

By signing this form, member(s) understands and agrees to all terms and conditions outlined above.

Member Signature _____ Date _____

Wellness Staff Signature _____ Date _____

Staff use below only:

Company Pay	Locker #	Annual Locker Time	Annual Membership Time:
	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
Notes:			Staff Initials _____