

### WHO QUALIFIES?

- All full-time paid staff.
- Part-time paid staff who work **at least 2 shifts or 8 hours per week, after working for 3 months.**
- Instructors who teach **at least 2 classes per week, after working for 3 months, or for 1 program season providing the program continues in the following session.**
- Volunteers who currently work on a regular basis for **a minimum of 4 hours per week throughout most of the year, after working for 3 months.**
- **ALL ELIGIBLE APPLICANTS MUST HAVE A CURRENT BRITANNIA MEMBERSHIP.**

### WHAT ARE THE BENEFITS?

The courtesy pass allows you to use the fitness centre and public skating and swimming sessions at no cost. The pass does NOT allow you free access to aerobics or other programs. If you want to take other programs but are unable to because of financial constraints, you can apply for subsidies as would any member of the public. Passes will be issued for a maximum of 6 months i.e. the expiry date will be either June 30 or December 31 of the current year. Please note that the passes are non-transferable and non-saleable and that any misuse may result in privileges being revoked.

### HOW TO GET A PASS

The Courtesy Pass Application form is available at the Information Centre office. Complete the form and forward it to your supervisor to sign. Your supervisor will pass it on to the Community Recreation Coordinator (CRC) who will add your name to the approved Courtesy Pass list for the season. The process generally takes one week.

Once you have been added to the approved list, a cashier/clerical staff can validate your status and add your new Courtesy Pass to your One Card. Once updated you can begin using the pass.

### HOW TO USE THE PASS

You must scan your pass for the cashier on duty to show your courtesy pass is valid. The pass does not give the holder any special privileges over other customers in line.

## COURTESY PASS APPLICATION FORM

*A current Britannia Centre Membership is required. Other criteria are listed on the reverse.*

### APPLICANT *(Please Print)*

Name: \_\_\_\_\_ Current Membership?  Yes  No

Position:  Full-time  Part-time  Instructor  Volunteer

### Please Note

1. Courtesy pass holders must show their card to the cashier and allow time for him/her to check the name and number.
2. Courtesy pass holders do not have special privileges over cash paying customers in line-ups.
3. Courtesy passes are non-transferable.
4. Courtesy passes are non-saleable.
5. Courtesy pass privileges will be revoked if there is misuse.

*Please sign below and return this application to your Supervisor. Once it is processed by the CRC, your name will be added to the approved list for the season and a cashier/ clerical staff can then add your new Courtesy Pass to your One Card.*

Applicant's Signature \_\_\_\_\_

### SUPERVISOR

I confirm that this applicant meets the criteria and qualifies for a pass. Conditions are listed on the reverse of this form.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

***Office Use Only***

Valid from: \_\_\_\_\_ to \_\_\_\_\_