



RECREATION SERVICES

CREDIT CARD AUTHORIZATION AGREEMENT

AUTO-DEBIT PAYMENT FORM

Date: ____/____/____ **HH#:** _____ **(Office use only)**

Primary Name: _____	Pass # _____ (Office use only)
Address: _____	
City: _____	State: _____ Zip: _____
E-Mail: _____	DOB: _____
Primary Phone: _____	2 nd Phone: _____
Secondary Name: _____	DOB: _____
Add'l household Member: _____	DOB: _____
Add'l household Member: _____	DOB: _____
Add'l household Member: _____	DOB: _____

Initial Below:

- _____ Cancellations requests must be RECEIVED on or before the 25th day of the current month. Three full payments are required **IN ADDITION** to any pro-rated fees (**Date of the 3rd month - ____/____/____**).
- _____ All cancellations must be submitted before the 25th of the month in (accepted in writing or e-mail)
- _____ Billing changes need to be the 25th of the month (i.e. CC Expiration Date/new CC number)
- _____ No Refunds or Pro-Rated Refunds.
- _____ Auto-Debit payments will be processed on the 10th of the Month.
- _____ The City of Longmont is NOT responsible for bank overdraft charges.

I authorize my credit card or banking account to post applicable monthly payments for my monthly dues.

Signature: _____ **(Printed Name)** _____

OFFICAL USE ONLY: _____ **(Staff Name)** **FACILITY:** _____ **TYPE OF PASS:** _____

Type	First Month Pro-rated Dues/Cost		Total 3 Month Total Cost	FACILITIES
	Pro-Rated Fee /	Monthly Fee		
Child Pass (2-10yrs)	\$ / \$		R - \$40.50 / NR - \$50.25 Corp - N/A	Longmont Recreation Center – 310 Quail Rd St Vrain Memorial Bldg – 700 Longs Peak Ave
Youth Pass (11-17yrs)	\$ / \$		R - \$57.00 / NR - \$71.25 Corp - N/A	Centennial Pool – 1200 Alpine St
Adult Pass (18-54yrs)	\$ / \$		R - \$99.00 / NR - \$123.75 Corp – \$88.50	Sunset Swimming Pool – 1900 Longs Peak Ave
Senior Pass (55+yrs)	\$ / \$		R - \$57.00 / NR - \$71.25 Corp – \$51.00	Kanemoto Activity Pool – 1151 S Pratt Pkwy
Couple Pass	\$ / \$		R - \$165.00 / NR - \$206.25 Corp – \$154.50	Roosevelt Activity Pool – 903 8th Ave
Family Pass	\$ / \$		R - \$186.00 / NR - \$232.50 Corp – \$175.50	Longmont Ice Pavilion – 725 8th Ave



AUTHORIZATION AGREEMENT FOR CREDIT CARD CHARGES

The cardholder understands that this agreement is for a monthly billing for a City of Longmont Recreation Pass

- ❖ Three Month minimum required for auto-debit memberships. Any cancellations must be made before the 25th of the month.
- ❖ The initial payment will be pro-rated for the month and must be made at the time of purchase (Three Full Payments are required IN ADDITION to any pro-rated fees).
- ❖ Future payments will be charged to the credit card or account number we have on file, on the 10th day of each month.
- ❖ Information about the installment billing membership will be sent to the card holder via provided e-mail or text message.
- ❖ Declined payments will automatically suspend the pass(es) - prevent further use – until the monthly balance is paid in FULL. There is NO pro-rated fee for balance due based upon the date of payment, regardless of the status of the pass.
- ❖ A system generated e-mail invoice will be sent to the pass holder's account notifying them of payment required. Payment can be made at any City of Longmont Recreation Facility – the suspended pass will then be automatically valid.
- ❖ Installment billing and accrual of monthly fees will continue on declined accounts until a cancellation request is received the month prior to the billing cycle.
 - Example: Card is declined on Month 1, invoice generated/pass is suspended, account charged on Month 2, invoice generated/pass is still suspended, cancellation request received in Month 2. Pass cancellation is effective Month 3. Pass holder is still responsible for unpaid fees for Months 1 & 2.
- ❖ Past due balanced will be sent to Collections if unpaid.
- ❖ It is the pass holders responsibility to update their customer information (i.e. address, phone number(s), credit card numbers, expiration dates) in the event of information changes.
- ❖ Cancellations **MUST** be in written format. They can be turned into any City of Longmont Recreation Facility or faxed to 303-651-8395, Attn: Installment Billing, by the 25th of the month.
- ❖ Refunds will NOT be issued.
- ❖ The City of Longmont is NOT responsible for bank overdraft charges.
- ❖ Membership fees are subject to change. This agreement does not lock in a specific monthly dollar amount.

