

**Complete Physique Anytime**  
**173 N. 1<sup>st</sup> Street**  
**Kalama, WA 98625**



## ***MEMBERSHIP POLICIES***

### **MEMBERSHIP RATES:**

- Access membership fee is \$20 (per person) every 14 days.
- One-Time registration fee is \$45 per registrant
  - Those renewing after membership has lapsed for more than 6 months will need to pay a new member registration fee.
- Household registration fee is \$45 for all members living at the same residence and joining at the same time (household members who join at a later date must each pay a registration fee.)

### **PAYMENT OPTIONS:**

- Membership fees can be paid by bi-weekly auto-withdrawal from a bank account (see registration form.)
- WE DO NOT ACCEPT MONTHLY CASH OR CHECK PAYMENTS.
- Due to increased card fees, debit or credit cards WILL NOT be accepted for membership payments.

### **STARTUP CHARGES:**

- The first payment for members joining on 14-day auto-withdrawal will include: the registration fee and prorated membership fees on the next Friday billing cycle. Auto withdrawal payments will also begin on the next Friday billing cycle.

### **LATE FEES:**

- Member fees not paid by the 1st Friday of the month that they are due will result in automatic key deactivation.
- A \$15 late fee will be charged to reactivate key fobs.
- Members will be charged any incurred fees from the bank - returned automatic withdrawals for reasons such as insufficient funds, closed bank account, or revoked authorization.

### **KEY FOB:**

- There will be a \$15 replacement fee for lost fobs.

### **CANCELLATION TERMS:**

- Memberships must be canceled by returning your key fob (there will be a \$15 fee for non-returned fobs upon date of cancellation) **AND** by written notice, 30 days in advance, in order to avoid recurring charges the following month.

(If cancellation is received on Jan 15<sup>th</sup>, the membership will be canceled on Feb 15th. Payment will still be collected up to Feb 15th.)                     

- Pre-paid memberships are non-refundable if canceled prior to the end of the paid term.
- In order to effectively cancel your membership, you must submit your cancellation request in writing (including name & date) along with your key fob to the payment box at the gym counter.

- A \$15 fee will be charged to those who do not return their key fob upon cancellation date.

#### **GUEST POLICY:**

- Members may bring a guest with them. Guests must pay a \$15 drop in fee at each visit, up to 3 visits per year. After 3 visits, guests must sign up for one of our membership options.
- UNDER NO CIRCUMSTANCES are non-paying persons allowed to be let into the gym. (THIS WILL RESULT IN IMMEDIATE CANCELLATION OF MEMBERSHIP.)

#### **CLASS FEES:**

- FREE group workouts are included with monthly membership fees at no extra charge.
- Classes with a paid instructor are paid to instructor by the date of the first class attended at the listed rate, or as follows:
  - Non-members will pay the full class fee to attend. Those only attending classes and NOT paying a membership and registration fee will not be issued a key to the gym. They will be given access by an instructor at class time.
  - Silver & Fit, Silver Sneakers & Optum-Renew Active class fee is \$20 every 14 days (plus tax) via ACH automatic withdrawal or eligible insurance-paid.
  - Member will be responsible for bi-weekly/monthly fee (or remainder of) if not paid in full by insurance.
  - Class attendees will not be issued a key fob unless they have paid for a membership.

## ***MEMBERSHIP GUIDELINES***

#### **CHECK-IN PROCEDURE:**

- Opening the front door can be tricky with weather changes. Push in, then quickly pull on the handle after scanning your key fob at the sensor pad.
- Insurance members **ONLY** must sign in at the front desk to check in at each visit for insurance billing purposes.

**(All other members are signed in when your key fob is scanned at the door.)**

- Facility users must provide their own towels/shampoo for shower use.
- Members age 16 and above **ONLY**. Age 12-16 must be accompanied and supervised by an adult member.
- All visits to this location will be monitored and stored on video.
- We have zero tolerance for bullying. This includes intimidating and harassing through words or actions both directly or indirectly. Please be respectful of ALL fellow members and staff.

#### **PROPER FITNESS ATTIRE:**

- Appropriate workout wear is required.
- Clean athletic shoes must be worn at all times in the gym. **(We prefer shoes only worn inside.)**
- NO SANDALS OR OPEN-TOED SHOES ALLOWED DURING WORKOUTS.

#### **EXERCISE AREAS:**

- Please call one of our staff for assistance if you are unsure of proper equipment use.
- Re-Rack ALL weights and return bars and equipment to their proper storage areas after EACH use.
- Clean up after yourself, including any garbage left.
- Turn off TV, music, and any fans or lights you may have turned on before leaving the gym.

- PLEASE WIPE DOWN all cardio and weight equipment with spray and paper towels after use.
- Back room is open for workout use, but closed when classes are in session.
- Be cognizant of others in the gym when selecting music and the volume. Individual headphones or earbuds are preferable to avoid clashes.
- ABUSE of CPA fitness equipment or property will result in termination of membership privileges: "Abuse of Equipment" includes but is not limited to: dropping or banging of dumbbells, barbells; misuse of cardio equipment, and/or vandalism of any kind.
- PLEASE report any violations during non-staffed hours by calling the owner. (see contact info below)

**THANK YOU for joining Complete Physique Anytime Health & Wellness!**  
**We appreciate your membership.**

**Owner Contacts:** Call/text Dixie Burns, 360.355.4551 or email [dburnsfitness@gmail.com](mailto:dburnsfitness@gmail.com)

(Please contact Dixie for Membership Sign-ups, Fitness Classes, Personal Training, Nutrition or Hypnotherapy inquiries, Billing concerns, and Senior Citizen Programs.)