



# Membership Information

## Enrolling at the Rockwell Collins Recreation Center

### *What do you need to know in order to enroll at the Rockwell Collins Recreation Center?*

- Sponsor must be present with the new member at the Rec Center at the time of enrollment.
- It takes approximately 5-10 minutes per enrollee to sign up and no appointment is necessary.
- If you are filling out your paperwork in advance, please complete the enrollment form. You may fill out the membership contract and payment forms at the Rec Center front desk.
- New enrollees under the age of 18 must have a parent or a guardian signature for enrollment.
- Employee sponsors must present their Rockwell Collins badge.
- If enrolling before the 17<sup>th</sup> of the month, a prorated first month dues and a new I.D. fee are due at the time of enrollment. Prorate does not apply to a restricted retiree membership.
- If enrolling on the 17<sup>th</sup> of the month or after, prorated first months dues and all of the second month dues, plus a new I.D. fee are due at the time of the enrollment. The duration of the first month is free for a restricted retiree membership.
- If you will be paying through automatic bank withdrawal, bring a voided check when signing up. Payer has to be 18 years of age or older if using bank withdrawal.
- You receive full membership status once payment for the first month has been received.
- The last step of the sign up process is to schedule an orientation with a fitness specialist. At this appointment the fitness specialist will give you a tour of the facility, help to assess your fitness goals, and answer any questions you may have. Your ID picture will be taken when you arrive for your orientation and your ID will be given to you at the end of your appointment.