



# Troy Community Center Recreation Pass Policy Overview

3179 Livernois Rd, Troy, MI 48083

☎ 248.524.3484 📠 248.689.6497 🌐 [rec.troymi.gov](http://rec.troymi.gov)

## Payment Options for Recreation Passes

*Matinee or Unlimited*

- Electronic Fund Transfer Service:** Recreation/Kids Korner pass payments will be automatically deducted from the pass holders bank account or credit card (MasterCard/VISA) each month for an unlimited period. A non-refundable fee for the first month will be due at the time of application. The first withdrawal will take place on the 1st of the month for the next month’s facility usage. *To cancel a pass, a cancellation form must be submitted prior to the 26th of the upcoming month. Find online form at [rec.troymi.gov/tcc](http://rec.troymi.gov/tcc).*
- Youths under the age of 10 must be accompanied by a paying adult.**
- Annual Payment:** The annual fee covers membership to the Troy Community Center for 12 months. This fee is non-refundable. If you purchased the promotional annual pass in Jan/Feb 2021, this pass cannot be frozen or cancelled.

## Additional Payment Information

- Past due recreation pass fees for the household must be paid in full in order to register for any Recreation Department program.
- Monthly billing statements will not be sent out. Transactions will be listed as “City of Troy” on banking or credit card statement when electronic transfer takes places.
- There is a \$25 service fee for payments returned from your bank as un-payable.
- Prior to the 26th of the upcoming month is required (in writing) for recreation pass freezes. Freezes can be accepted for a period of 2–6 months.
- ID Cards/key fobs must be displayed at Control Desk at every visit. If lost, a new card must be purchased for a fee of \$3.

## City of Troy Employees

- I understand that I must be an active employee to receive reduced membership fees. A change in my employment status will result in being charged full price for my fitness membership the day of the change.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_