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**EMPLOYEE FACILITY ACCESS ARRANGEMENT**

**GENERAL TERMS**

# Leisure Membership (Contracted Employees)

All contracted staff (full and part-time) are entitled to free access to OneRen leisure facilities as part of the OneRen staff benefits scheme. Staff will be issued with a Staff Club Card, which remains the property of OneRen. It must be returned immediately should employment with OneRen cease.

The Club card must be presented to our staff at reception on each visit to facilities before using them and upon request at any time by OneRen staff. You must not loan your Staff Club Card nor permit its use by anyone else (Staff found to be in breach of this condition may be subject to disciplinary action). Any loss of Staff Club Cards must be reported to your line manager immediately.

# Leisure Membership (Casual Employees)

All casual employees that are required to maintain a pool lifeguard qualification will be allowed free access to swimming pools only. All casual employees of Renfrewshire Leisure that wish to make use of any or all of the other facilities available can gain membership at OneRen's discounted rate. Casual employees cannot recommend guests for OneRen’s discounted rate membership scheme.

# Leisure Membership (Guest/s of contracted employees)

**Swimming:** OneRen contracted employees are entitled to use all swimming pools with friends or family (maximum party of six) at no charge. Parties larger than six will still be admitted but additional swimmers will be charged at OneRen standard pricing. OneRen’s swimming admission policies apply at all times and OneRen retains the right to refuse entry if required to do so for operational reasons.

**Gym and Fitness Classes:** OneRen contracted employees are also entitled to recommend two people (adults or juniors) to receive access to OneRen facilities at the OneRen discounted rate as a further benefit to you as part of the OneRen staff benefits scheme; they do not have to be a family member or relative.

Any and all further recommended people (adults or juniors) will be required to pay membership fees at the standard OneRenN pricing. Changes to the price of the OneRen discounted membership price will be notified to all staff.

OneRen discounted membership price is the current junior membership rate of £19.95 per month.

# Application for Leisure Membership (Employee)

Staff electing to become a member of The Club must complete a membership application form (available from your line manager) and return it to their line manager for approval and processing. Only once the membership application has been processed and a Staff Club Card issued can any member of staff make use of the facilities available within The Club membership.

**Application for Leisure Membership (Guest/s of contracted employees)** To recommend someone for membership staff must complete membership applications and recommendation forms (available form your line manager) and return them to their line manager. Once the recommendation and application forms have been approved and processed you will be issued with membership cards for each guest. OneRen reserve the right to refuse your recommendation without explanation and the approval of guest membership is at the complete discretion of OneRen.

# Terms and Conditions of Leisure Membership

Staff and their guests must comply with Terms and Conditions of Club membership as detailed on the rear of the membership application form. Additional Terms and Conditions also apply to staff and the guests of staff and are detailed below.

Staff are reminded that, even if they are using facilities within their own leisure time, they remain a representative of OneRen and should conduct themselves accordingly. Staff are also reminded that they are responsible for the conduct of their guests, even if they are not accompanying the guest/s. Staff and guests found to be in breach of the Terms and Conditions of membership will have their membership privileges revoked.

# Book-able activities: Aerobics Classes

Aerobics classes are available without charge to OneRen contracted employees unless spaces are booked in advance. Aerobics classes booked in advance must be paid for at time of booking at reception. OneRen retains the right to review and change booking procedures and restrict the number of spaces available to staff and their guests in order to ensure that sufficient places in aerobics classes are available to Club members and other users.

# Sports hall hire, courts and synthetic pitches

Sports hall hires, courts and synthetic pitches are available without charge if the hall/court/pitch is available and not booked by employees in advance. Courts and synthetic pitches booked in advance must be paid for at time of booking at reception. OneRen retains the right to review and change booking procedures and restrict the number of halls/courts/synthetic pitches available to staff and their guests in order to ensure that sufficient places in halls and on courts and synthetic pitches are available to Club members and other users. In order to use a hall/court/synthetic pitch without charge at least 50% of participants/players must be contracted OneRen employees.

# Golf Course

Green fees and season tickets for Barshaw Golf Course are available to ONEREN contracted employees at concession rates. The OneRen club card must be presented to our staff at reception on each visit to the golf course before playing and upon request at any time by OneRen staff or grounds staff.

# Swimming lessons

Staff and guests of staff must pay in full for all swimming lessons. Children of staff and guests of staff do not have to be Club members to enrol in the OneRen swimming programme. All children and adults enrolled in the OneRen swimming programme must pay in full for all swimming lessons. Any concession or discount schemes for staff and/or their guests will be notified to staff and guests as and when they become available.

# Children’s activities

Staff and guests of staff must pay in full for all children’s activities (i.e. Wee Socka Stars, Kids Camps, Summer Camps, etc). Children of staff and guests of staff do not have to be Club members to enrol in the OneRen children’s programmes. All children enrolled in the OneRen children’s programmes must pay in full for all activities. Any concession or discount schemes for staff and/or their guests will be notified to staff and guests as and when they become available.

**CULTURE**

# Venue and performance tickets

All contracted staff (full and part-time) are entitled to one free ticket per season (so twice a year) per employee, subject to availability.

Staff and their guests must comply with Terms and Conditions of the venue. Staff are reminded that, even if they are attending venues within their own leisure time, they remain a representative of OneRen and should conduct themselves accordingly. Staff are also reminded that they are responsible for the conduct of their guests, even if they are not accompanying the guest/s. Staff and guests found to be in breach of the Terms and Conditions of venues will have their entitlement to free tickets revoked.