



Gym Membership Application

Bathurst Campus

Name:

Office use only:

Documentation filled out:

Photo taken:

Forwarded to DFM:

Client Signed for card:

Notes:

Rehab client:

CMBWM client:

Received membership card:



Cohort Details

Cohort Name Bathurst Gym
 Staff Responsible Sport Facility and Fitness Coordinator
 Division or Faculty Finance Campus Bathurst
 Telephone (02) 6338 4490 Email bathurstgym@csu.edu.au

Applicant's Details

Given Name Family name
 Home address
 Date of Birth Mobile telephone
 Email Address
 Postal Address (if different to above)

Past History with Charles Sturt

To prevent the creation of any duplicate records within the university systems that can delay the issue of a card, please provide the following details:

Have you ever been:

A **STUDENT** of CSU or its predecessor institutions Yes No

A **STAFF** member of CSU Yes No

If you answered 'Yes' to either of the above questions, please provide details below, including staff number, student number, any previous name and year(s) of association.

Previous ID number

Details:

Custodian declaration

I declare that the applicant is a member of a cohort requiring access to University Facilities and that the supplied photo is of the individual. On their cessation of membership I will notify the University and return the applicant's card.

Custodian Authorisation

	Name	Signature	Date
Primary campus			
Albury-Wodonga campus	Bathurst campus	Canberra campus	
Dubbo campus	Orange campus	Wagga campus	
Other site			

CSM Authorisation

Campus Services Manager	Name	Signature	Date



The Charles Sturt Card for Visitors is used to identify an individual to the University and enable their access (where authorised) to buildings and rooms that are fitted with Electronic Access Controllers.

Authorisation is required by the Cohort Custodian and the respective CSU Campus Services Manager or delegate. Failure to observe Charles Sturt Card requirements will be deemed a breach of issue and may result in cancellation of the card.

General conditions of use

You must carry your Charles Sturt Card at all times while on campus and present the card to authorised university representatives. Cards are **not transferable**. When a card is used to access facilities, the use of the card is considered an agreement by the holder to be bound by any rule or condition applying to the respective facility, service or concession. Card holders cannot lend their card or permit other people access to facilities or services using the card.

Charles Sturt Card privacy statement

The Charles Sturt Card stores only limited data in the memory chip. This data includes your name, ID number, identification number, Cardax number (building access number) and the card serial number. Charles Sturt may store additional data in the memory chip at their discretion but will notify you of the type of data through means of communications specified in the applying policy. All data is encoded and encrypted and special security codes are required to unlock the respective data sectors in the micro chip. With the exception of disclosure required by law or with your consent, The university will not share any information with outside organisations, other than agents of Charles Sturt and will not sell or release any information regarding your usage.

Within the university, data is exchanged between university systems in the normal course of business. Unicard Pty Ltd also has limited access to records in the course of maintaining the Unicard Card Management system and Unicard Transaction Management System (TMS).

Card Security

Your card is not transferable. If it is found in the possession of any person other than the authorised holder, it will be confiscated and may be cancelled. You may be liable for any losses resulting from unauthorised building entry attributable to the fact you delayed to report that your card has been lost, stolen or misused. In the event that your card is lost or stolen, you must contact Facilities Management via email dfm@csu.edu.au or ph. 02 6338 6336.

Card Ownership

Your Charles Sturt Card remains the property of Charles Sturt University. You must return your card to the University immediately if asked to do so. The University will not use personal information about you, except as required for University purposes, unless you give your consent.

Cancellation of Card Services

The University may cancel any of its services available to you in connection with your card in accordance with University policies and procedures.

University's Liabilities

To the extent permitted by law, the University's liability is limited to replacing cards with a faulty computer chip. The University does not accept liability for lost, stolen, user damaged or destroyed cards, nor for the loss of monetary value through unauthorised use of your Charles Sturt Card. The University is not liable for any loss you may suffer arising from any malfunction of the card system, or if a card reader or terminal equipment is unavailable for use or unable to be used. To the extent permitted by law, the University is not liable for the availability, quality or fitness for purpose of any of the services provided by the University.

Possession of a Charles Sturt Card does not empower any staff member or card holder to act as an agent for the University.

Condition Variations

Circumstances may arise which require the University to vary these conditions and it may do so at any time.

Frequently asked Questions

What do I do if my Card is lost or stolen?

If your CSU Card is lost or stolen contact the Division of Facilities Management as soon as practicable via email dfm@csu.edu.au or ph. 02 6338 6336. A replacement card will need to be applied for and may incur a replacement card fee of \$50.

What do I do if my Card is damaged and does not work?

If your Card is damaged and does not work, present your card to your Campus Services Manager or delegate for assessment. If the card has failed due to misuse, a replacement card will need to be applied for and may incur a replacement card fee of \$50.

Applying for a CSU Card (Visitor)

1. Complete the Charles Sturt Card (Visitor) Application form below.
2. Submit the form including an attached digital .jpeg photograph (passport style) of yourself.
3. Once your new card has been approved and printed, you will be contacted to collect your card.

Notes:

To avoid a delay in the issue of your Card please ensure you

- Fully complete the application form
 - Submit a suitable (passport style) photograph, to be included as photo ID on your card, with the application form.
-

CSM Card Issue

Card issued by

Name

Identity, including photo confirmed and card signed

Cardholders signature

Name

Date

Notes:

Record keeping

CSMs to ensure a copy of this completed form is stored at

<S:\Administrative\Facilities Management\NEW Structure\Operational Services\Contractors>

with the file name convention of "CSUCard – Family name First name – YYMMDD"

Lost or stolen cards must be reported to staffcard@csu.edu.au



In case of emergency contact:

Name:

Relationship:

Best Contact Number:

Membership details:

3 months:

6 months

12 months:

Start of Membership:

Membership Expiry:

Membership No:

Conditions of Membership

These conditions relate to the operation and function of the Charles Sturt University Bathurst gym. Failure to comply with these conditions may result in termination of membership.

Conduct

- Members must swipe their access card every time when entering the gym.
- Members must always bring a towel to the gym.
- Members must wipe down the equipment with either a towel or a disinfectant wipe provided.
- Enclosed footwear and shirts or singlets must be worn at all times in the gym.
- No food or drink (excluding bottled water or sports drink) is to be consumed inside the gym.
- Alcohol and intoxication are not permitted inside the gym.
- When using the gym, all emergency exits and fire extinguishers must remain unrestricted.
- All incidents or safety hazards or any other issue with the gym must be reported to the gym supervisor on duty.
- Members must seek instruction on how to use equipment correctly prior to use.
- Members must all equipment is to be returned to where it came from and the area must be left in a clean state.
- Unauthorised entry is not permitted. Unauthorised entry includes but is not limited to: sharing passes, allowing a non-member unpaid entry, entry by emergency exits, and use of invalid or expired membership cards.
- Members must at all times respect other Charles Sturt University gym members, guests and staff and must not engage in conduct that disturbs, detracts or impairs any other person's experience. Inappropriate behaviour including but not limited to offensive language, threatening, intimidating or violent behaviour or harassment of any form, or the use of illegal or performance enhancing drugs is prohibited. Offenders will be asked to leave the gym and membership may be terminated. This will be at the sole discretion of Charles Sturt University.





- Abuse of, or damage to any property or equipment will not be tolerated and offenders may be asked to leave the gym and membership may be terminated. This will be at the sole discretion of Charles Sturt University.
- Members must pay for any loss or damage to equipment at the gym caused by them.
- Any member caught stealing will have their membership terminated without refund, will not be allowed back to the gym, and will be referred to the appropriate authorities.
- Members under the age of 18 must be accompanied by an adult at all times unless otherwise agreed with gym staff.
- If members wish to borrow equipment, it must be logged by the gym supervisor on duty and returned after the agreed upon time.

Risk and liability

- Charles Sturt University accepts no responsibility for lost or stolen belongings.
- Each member acknowledges and accepts the inherent risks in using the gym (including but not limited to using fitness equipment and undertaking any exercise program or activity). These risks include personal injury or death. Personal injury includes but is not limited to broken bones, soft tissue injuries, joint injuries, concussion, or permanent disability. Each member acknowledges these risks arise not just from their own actions but also the actions, omissions or negligence of others.
- Each member represents to the best of their knowledge they have no conditions or injuries which may be aggravated by their use of the gym that may affect their ability to participate safely; and that they are capable of meeting required experience and ability levels relevant to their use of any equipment, or attendance at any program or activity at the gym.
- Each member agrees they are using the gym at their own risk and are responsible for their own health and safety.
- Each member indemnifies and releases Charles Sturt University from any claim arising as a result of the member's use of the gym or any advice given by Charles Sturt University gym staff.

Cooling Off

Members may cancel their membership any time before close of business on the seventh (7th) day following the date of this application. For security and identification purposes, cancellation must be completed in-person at the gym. If a membership is cancelled, Charles Sturt University will refund to the member all fees already paid.

Privacy statement

The personal information provided in this application is managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Charles Sturt University's [Privacy Management Plan](#). The information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use.

Emergency

In the event of an emergency members agree that Charles Sturt University staff may pass on the member's personal information contained in this application to the emergency service staff.





Charles Sturt
University

Declaration

I understand and accept the conditions of this gym membership application.

Signature of member (if under 18, must be the member's parent/carer/guardian):

Date:

