



Department of Human Resources

401 Sunset Avenue, Windsor

Ontario, Canada N9B 3P4

(519) 253-3000 (519) 971-3688

www.uwindsor.ca/hr

TO: Employees/Faculty/Retirees of the University of Windsor or Assumption University

RE: Membership to the St. Denis Athletic and Community Center

On the reverse side of this letter you will find an application for Membership to the St. Denis Athletic and Community Center. As an employee of the University you and your dependents have access to the indoor track and the pool. You will be required to show your UWIN card upon entry to the facility each time you arrive.

Where applicable, if you have an eligible spouse and/or dependent then you will be required to complete the attached application. Retirees of the University of Windsor who do not have a UWIN card will also be required to complete the attached application. Upon your initial arrival at the St. Denis Centre they will be required to show identification at the reception desk and your photo will be taken and entered into their registration system to allow for future access.

Membership to the St. Denis Athletic and Community Center includes use of the indoor track and pool. It does not include access to the "Forge" Fitness Center. If you wish to purchase a membership to the "Forge", please visit www.golancers.ca or call extension 7029.

Please forward your completed application to the Department of Human Resources for approval, either via mail or email at hr@uwindsor.ca. If you are unsure of your membership eligibility, please contact Human Resources for confirmation prior to submission of this application.

*If your application is not completed in full it will be returned to you and processed once returned fully completed.

Once approved an email will be sent to you directly by the Client Services Coordinator at extension 7029, St. Denis Centre.

Sincerely,

A handwritten signature in cursive script that reads 'Thomas Puskas'.

Thomas Puskas
Manager - HRIS, Benefits and Records
Human Resources Department

MEMBERSHIP APPLICATION TO THE ST DENIS ATHLETIC AND COMMUNITY CENTRE

- Faculty
- Full Time Staff
- Sessional Lecturer
- Sessional Instructor
- Assumption
- Assumption Retiree
- Retiree
- UNIFOR 2458 P/T

IMPORTANT NOTES:

Faculty and Staff will now access the St. Denis Athletic and Community Centre using a valid UWIN card.

Your spouse and/or dependents, or if you are a retiree of the University of Windsor who does not have a UWIN card, will be entered into our database once approved. Upon your initial arrival to the St Denis Centre you will be required to show identification at the reception desk and your photo will be taken and entered into our registration system to allow for future access.

ACCESS TO THE CENTRE:

Employees will use their UWIN card to swipe through the turnstile at the facility entrance.

Spouse/dependents will need to check in at the East Desk - their photo in the system will be the verification required to provide access.

MEMBERSHIP RENEWAL:

Annually, a new form must be completed each year and submitted to Human Resources for approval.

The University shall continue to permit qualifying members, their spouses and eligible dependents and retirees in accordance with the rules and regulations established and posted by the University from time to time. Dependents are defined as children of the employee or retiree who are financially dependent on the employee or retiree for support who are not over the age of 21.

- (A) Membership is provided to qualifying members and dependents who are defined as full-time employees and retirees of the University of Windsor, and Assumption University employees and retirees as described in the collective agreement(s).
- (B) Sessional Instructors are provided with access to the St. Denis Athletic and Community Centre free of charge ONLY during the semesters in which they are teaching.

PLEASE PRINT CLEARLY

EMPLOYEE/RETIREE REQUIRED INFORMATION:

NAME: _____ D.O.B.: _____ EMPLOYEE NUMBER: _____

DEPARTMENT: _____ EXT.: _____ GENDER: _____

EMAIL ADDRESS: _____

RETIREES – HOME ADDRESS: _____ PHONE NUMBER: _____

SPOUSE/DEPENDENT INFORMATION:

NAME: _____ RELATIONSHIP TO EMPLOYEE: _____ D.O.B.: _____

NAME: _____ RELATIONSHIP TO EMPLOYEE: _____ D.O.B.: _____

NAME: _____ RELATIONSHIP TO EMPLOYEE: _____ D.O.B.: _____

NAME: _____ RELATIONSHIP TO EMPLOYEE: _____ D.O.B.: _____

EMERGENCY CONTACT:

NAME: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

I, hereby request that myself and/or dependents may use the facilities of the St. Denis Athletic and Community Centre in accordance with the provisions described herein. I acknowledge that from time to time, the University Athletic facilities and adjacent parking areas may be inaccessible due to special events hosted by the St. Denis Centre. I also acknowledge that neither the St. Denis Athletic and Community Centre nor the University of Windsor assume any responsibility for injury to persons and/or loss or damage to property arising out of use of any of the indoor and outdoor facilities on the South Campus.

EMPLOYEE SIGNATURE: _____ DEPT.: _____ DATE: _____

OFFICE USE ONLY

Effective Date: _____ Expiry Date: _____ Auth. Initial: _____

Notice

The personal information collected on this form is collected under the authority of the University of Windsor Act and is collected for the purposes of determining the eligibility of yourself and your dependants for membership to the St. Denis Athletic and Community Centre. If you have any questions about the collection of the information contained in the attached form, or the uses to which it will be put, please direct your questions to Human Resources at extension 2047.

Note: It is the responsibility of the applicant to ensure the information provided on this form is accurate. False or misleading information may result in the denial of the application.