Riegel Ridge Community Center
910 Milford-Warren Glen Rd.
Milford, NJ 08848
908-995-9260
www.riegelridgecc.org

RIEGEL RIDGE COMMUNITY CENTER MEMBER EDIT FORM

NAME

DATE

ADDRESS

EMAIL

CITY, STATE, ZIP

PHONE

SIGNATURE

*PLEASE CHOOSE OPTION 1 OR OPTION 2 BELOW

Option #1. UPGRADE/DOWNGRADE REQUEST (to add/remove a member to/from your account)

☐ Membership Upgrade ☐ Membership Downgrade

☐ Add	☐ Remove	Name	Birthdate	☐ M	☐ F
☐ Add	☐ Remove	Name	Birthdate	☐ M	☐ F
☐ Add	☐ Remove	Name	Birthdate	☐ M	☐ F
☐ Add	☐ Remove	Name	Birthdate	☐ M	☐ F

Please note:
Family Memberships can include two adults and up to four additional members age 10-23 all living in the same household.

Option #2. TERMINATION REQUEST (Please allow 30 days for your membership to be cancelled)

☐ **COST** ☐ **RELOCATION** ☐ **ILLNESS**

☐ **NO LONGER USING FACILITY**

☐ **OTHER**
Please specify

☐ **DISSATISFIED** Please check which best applies:

☐ Programs ☐ Equipment ☐ Cleanliness ☐ Staff ☐ Schedule Conflicts ☐ Other

Termination Agreement: I understand that there will be one remaining payment after completing and turning in my Member Edit Form Termination Request. I understand that my membership usage will expire 30 days from the final payment.

***PLEASE NOTE THAT IF YOU HAVE NOT RECEIVED AN EMAIL CONFIRMATION OF MEMBERSHIP TERMINATION THAT YOU WILL CONTINUE TO BE CHARGED FOR ANY FUTURE PAYMENTS. PLEASE NOTIFY RRCC IF YOU HAVE NOT RECEIVED A CONFIRMATION EMAIL.**

STAFF USE ONLY – MUST BE COMPLETED

Has Upgraded or Downgraded been processed in system? ☐ Yes

Date of Final Payment

Date Membership Expires

Staff Initials