



CLEARWATER PARKS & RECREATION DEPARTMENT
CORPORATE PLAY PASS APPLICATION

Office Use Only		
	Date	Initials
Received:	_____	_____
Approved:	_____	_____
Contacted:	_____	_____

Please Print Clearly:

Name of Corporation/Business:

Name of Contact Person:

Telephone #: _____

Alternate Telephone (Cell #): _____

Business Address:

_____, **City:** _____, **State:** _____, **Zip:** _____

E-mail Address: _____

Number of Corporate Passes Requested (Minimum of Three): _____

Corporate Play Pass Fee: \$82.50 plus 7% sales tax/each (\$88.28)

(Please Note: Payment for each pass is due at time of individual card processing, and must be made to receive the individual corporate play pass. The names, dates of birth, home addresses, and telephone numbers of each of the employees assigned to the corporate passes must be included on Corporate Employee Processing Form. This includes the contact person should this contact person desire a corporate play pass. In addition, each employee must sign in the space provided signifying understanding and agreement to the Waiver of Release of Liability statement).

CHECKLIST FOR PROCESSING

- CORPORATE PLAY PASS APPLICATION COMPLETED
- TWO PROOFS OF BUSINESS ADDRESS ARE SUBMITTED
- NUMBER OF CORPORATE PASSES REQUESTED IS WRITTEN ON APPLICATION
- CORPORATE EMPLOYEE PROCESSING FORM COMPLETED WITH INFORMATION ATTACHED
- WAIVERS ARE SIGNED FOR EACH EMPLOYEE PASS REQUESTED

OFFICE USE ONLY

APPLICANT HOUSEHOLDS ARE ENTERED INTO REC TRAC

PASSES ARE SOLD TO THE INDIVIDUAL EMPLOYEES

Information verified
& approve by: _____

Authorized by: (Staff Signature)

Date Processed

Location

CLEARWATER CORPORATE PLAY PASS REQUIREMENTS

A. Criteria

- ❑ Business/Corporation must have their business address in City of Clearwater, thereby paying city taxes for their business/corporation.
 - ❑ Business/Corporation must prove the address by providing two acceptable forms of proof. (acceptable proof includes: occupational license, business utility bills, lease information, tax appraiser form)
 - ❑ Business/Corporation must have contact information and contact person (eg, Owner, HR representative) that it provides to the recreation center. This person will be contacted regarding any issues pertaining to their play passes.
 - ❑ Business/Corporation must request a minimum of three play passes for its organization.
 - ❑ The business contact person will provide the recreation supervisor a completed corporate play pass application AND a corporate employee processing form. This form will contain the names and addresses of all the employees eligible for the corporate play pass.
 - ❑ The burden of whom in the organization, and how the organization utilizes the play pass will be determined by the individual business/corporation.
 - ❑ After the Business/Corporation has been verified as a City of Clearwater business, the Long Center will enter into RecTrac the names and addresses of the employees on the corporate employee processing form. The supervisor will then contact the Business contact person to verify that their corporate play pass has been approved and processed.
 - ❑ After approval, in order to process the individual corporate play passes, the individual employees can go to any City of Clearwater recreation center and present a Photo ID. The recreation staff will then process the corporate play pass for the customer. At this time the individual must present payment for their individual pass balance (\$88.28). It will be up to the organization to determine if they wish to provide those individuals with a corporate check for the pass balance or have the employee responsible for their own fee.
 - ❑ The Business/Corporate play pass is valid for one year from date of approval. It is the responsibility of the individual employees to come and pay for their corporate play passes as soon as the Business/Corporation is approved. **NO EXCEPTIONS.** The corporate play pass will not be pro-rated or extended due to lack of usage; facility closures due to events; renovations, etc.
 - ❑ Business/Corporation may add additional employees to the corporate play pass list six months after the initial approval.
 - ❑ Each year after the initial approval the Business/Corporation must reapply for the Clearwater Corporate Play Pass for the following year by resubmitting an updated application with all eligible employees listed on the updated employee processing form.
 - ❑ The Business/Corporate play pass entitles user to usage of fitness room; swimming pool and gymnasium during open gym times. It also entitles holder to discounted rates for classes; events and programs just as other play passes afford holders.
 - ❑ Each time an employee utilizes a City of Clearwater recreation facility, they must present the Business/Corporate play pass to the front desk for scanning.
- ❑ LOST/STOLEN Business/Corporate play pass: If the play pass is lost or stolen the card will NOT be pro-rated or refunded. The organization may choose to purchase a replacement card for this lost/stolen card if there is at least one month of usage left on the card. The replacement card will be valid only for time from the original date of purchase. The replacement card fee will be \$5/each plus 7% sales tax.
 - ❑ Corporate/Business Group Rate Fee Structure:
 - *Minimum of three play passes purchased
 - *Must meet the Corporate/Business Criteria Listed Above
 - *\$82.50 x 7% sales tax = \$88.28/each

- B. **FALSIFIED INFORMATION** – Falsification of application information may disqualify the applicant from future participation in City of Clearwater recreation programs and, if an adult sports team is involved, may cause forfeiture of all games in which the applicant's team played while the applicant was on the roster.