



نيوم NEOM

**COMMUNITY SERVICES GUIDELINES
RECREATION FACILITIES ELIGIBILITY**

“NEOM-NOP-PRC-012-GUI-001” Rev “A”, “FEBRUARY 2022”



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1. Purpose

The purpose of this document is to ensure that access procedure is meeting the NEOM requirement to provide a fair and controlled usage of the Community recreation facilities, programs and events by all Community residents and their approved partners and guests

2. Scope

This guideline is applicable to all NEOM employees, NEOM consultants and NEOM contractors who require to use NEOM's recreation facilities, activity programs or events.

3. Eligibility Criteria

- Contractors, consultants, and any other personnel that are non-NEOM direct employees or Non-NEOM Community residents, are NOT permitted to use any Community Recreation facilities or participate in any related activities or attend any related events
- These personnel can apply to purchase a Recreation Membership at the cost of SAR 10000 per annum / SAR 1000 per month for use of Community Recreation facilities. This cost is aside from any recreational paid services such as cinema use or any chargeable activities or events.
- This application is subject to pre-approval by the applicant's Company General Manager /CEO, Community Services Senior Manager of Leisure and Logistics, and Executive Director Community Services
- Anyone residing in a NEOM Community as a guest of a resident and living in their sponsors cabin for the duration of their stay, is deemed as being a 'NEOM resident' for this period of time.
 - NEOM direct employee personnel
 - NEOM Community residents, spouses and dependent of NEOM direct personnel
 - Other NEOM Residents including Supplementary Manpower (SMP's) with spouses with spouses and approved guests (must be Community residents)
 - Other NEOM Community residents including Service Provider personnel (SPs) with spouses and approved guests (must be Community residents)
 - Any SMP, SP or associated NEOM partner (those living outside NEOM Community such as support camps / communities) with a valid and approved Recreation Membership
 - Access is permitted for 7 days per week during facility opening times
 - Facility usage regulations and Community code of conduct must be followed at all times or access rights will be removed

4. Authorization and Requirements

- Completed Recreation Membership Form and required approvals ([Appendix A – Membership Form](#))

5. Membership Rules and Regulations

- All applicants must be approved by Senior Manager of Leisure and Logistics and Executive Director of Community Services



- Membership is available to be purchased by Supplemental Manpower or Service Provider Personnel, or partner contractor personnel with appropriate contractor / service provider ID.
- All applicants must provide one (1) passport style photo upon application
- The supporting Company project Manager / Director acts as the sponsor for the applicant and as such is equally accountable for the behaviour and conduct of the applicant whilst using the recreation facilities, activity programs or attending events
- The relevant ID must be shown when using recreation facilities, activity programs or attending events
- Additional fees apply to current recreation paid services i.e., cinema and fitness classes.
- Service provider applicants may apply for a month membership before renewal is required.
- All annual memberships must be paid in full at any Recreation Facility reception desk upon application approval.
- NEOM reserves the right to refuse or revoke any recreation membership at any time and without refund.
- NEOM will review the recreation membership scheme periodically and reserves the right to cancel the scheme if necessary. In this case, refunds calculated pro-rata will be refunded.

6. Process

- 6.1 Membership request, approval, and cancellation
 - Complete the form
 - Sign and gain necessary approvals
 - Submit to Community Services department
- 6.2 Payment mechanism
 - PO raised by requester's company issued to NEOM (monthly/annually)
 - POS (card) individual payment (monthly/annually)
- 6.3 Access and Damage control
 - Facility Inspection
 - Invoicing

7. Appendices

Appendix A: [Membership Form](#)