

PROGRAM REGISTRATION

Registration Policies

1. Register promptly to ensure your admittance into a program of your choice. Registration will usually remain open until the initial class date, until established class limits are reached or a deadline has been noted. If minimum enrollment (4-5 persons unless stated) is not met, the program will be cancelled and the staff will attempt to contact those already registered.
2. If a class is closed due to maximum enrollment, an attempt will be made to add additional classes for those on the wait list.
3. All programs and subsequently information is subject to change at any time.
4. Registrations will be accepted by mail, in person or by faxing to the Recreation Department. No phone registrations accepted. Registrations will be processed on the date that they are received. Payment MUST accompany all registrations. Forms of payment that are accepted would be: cash, check, Visa, Master Card, Discover and American Express. Checks are to be made payable to the City of Westlake.
5. Once registrations are processed, you will be contacted by phone if we were not able to place you in a class. Registrants WILL NOT be contacted unless classes are cancelled.
6. There is a **\$5-10 late fee assessed** for any enrollment processed after the class has begun or after the stated deadline.
7. In an effort to "GO GREEN", program and membership receipts will be emailed to participants by request only. Copies of receipts are available at the front desk for pick up.
8. We will do our best to ensure that all printed information is current and correct to the best of our knowledge. Participants will be notified if there is a change in date.
9. If courses have an insufficient number of participants registered, the course will be cancelled up to 3 days before the class is scheduled to begin, participants will be notified by phone or email. Refunds for cancellations may take 2-3 weeks to process.
10. In the event you must cancel a program registration, participants must submit their refund request in writing no later than 1 week prior to the start of class. Approved refunds will be subject to a minimum \$10 administrative or a 10% fee, (whichever is greater) that will be deducted from the amount that was originally paid. Participants in cancelled classes do not have to submit a refund request in writing.

Program Registration Spring/ Summer 2010

Participant's Name	Activity Name & Activity Number	Shirt Size	Start Date/Time	DOB	Grade	Fee

Amount Paid _____

Address _____ City _____ Zip _____

Parent or Guardian's Name (if applicable): _____

Home Phone _____ Other Phone _____ E-mail _____

Waiver and Release: In consideration of the City of Westlake granting me the permission to engage in the recreational activities with the Westlake Recreation Department, the undersigned does hereby waive, release, save and hold harmless and indemnify the City of Westlake, its employees, agents, and independent contractors for any and all claims for damage or personal injury to me or loss of property which may be caused by any act or failure to act on the part of the City of Westlake, its employees, agents and independent contractors. The undersigned further assumes the risk of all dangerous conditions in and about the City of Westlake Recreation Department property both real and personal and waive any and all specific notice of the existence of such dangerous conditions, if any. Registrants and participants of programs and special events permit the taking of photos and videos of themselves and their children during the Department activities for publication in the program brochure, website, and additional uses as the Department deems necessary. Furthermore, the release bars claims by the undersigned's children, heirs, assigns, executors and administrators.

Signature (if under 18 years old, MUST be signed by a parent or guardian)

Date

For Office Use Only:

Payment: Clerk _____

Check # _____ Cash _____ VISA/MC/Discover/ AM Ex _____ Exp. Date ____/____