

76 REGISTRATION/CANCELLATION INFORMATION

Bartlett Park District Resident Registration opens November 12 at 9am. Regular Registration opens November 26 at 10am.

Ways to Register

- 1. Online Registration:** www.bartlettparks.org If you have not applied for an Online Club Membership go to our website, click on the quick link "Registration" then click on the quick link "Register Online", select and complete the online application and submit. Once complete your application will be processed within one business day. You will receive two separate emails with a secure username and password.
- 2. E-mail:** registration@bartlettparks.org. Call (630) 540-4800 to confirm receipt.
- 3. Mail-In:** Registration Office, 700 S. Bartlett Road, Bartlett, IL 60103.
- 4. Fax-In:** Registration Office at (630) 540-4869. If you do not receive an email receipt within 24 hours please call (630) 540-4800.
- 5. Walk-In:** The Registration Counter is located in the Bartlett Community Center, main floor, 700 South Bartlett Road. Registration hours are Monday/Wednesday/Friday 8:30am-7pm, Tuesday/Thursday 8:30am-6pm and Saturday 9:30am-1pm.
- 6. After Hours Drop Box:** Located inside the south entrance of the Bartlett Community Center. Monday through Friday, 5:30 am to 10pm and Saturday, 7 am to 6 pm and Sunday 8 am to 6 pm.

Registration Guidelines

1. Only immediate family members may be listed on a registration form. Only a parent or guardian may register a minor and sign the waiver.
2. The Registration Form must be filled out completely and the waiver signed. Registrations cannot be processed unless the waiver is signed.
3. Payment must accompany the registration form and is processed with all registrations.
4. All forms are date stamped as received.
5. Registration receipts are emailed to all participants. Receipt is proof of enrollment. No reminder will be provided. Read your receipt carefully as details may have changed since the publishing of the brochure.
6. **Wait List:** Once the maximum enrollment is met for a class, a waiting list will be formed. We will create additional classes when feasible and you will be contacted. Payment is due when being waitlisted. Refunds will be issued after the first class for those who are not able to be registered. Please do not attend the class unless you have been contacted by the Registration Office.

Resident Rate: to receive the resident rate you must be a Bartlett Park District resident. Proof of residency is required annually. A P.O. Box in Bartlett is not acceptable. Acceptable documents include: a current utility bill, tax bill, bank statement, cable/internet bill, etc.

Cancellation and transfer of programs and pass memberships, unless specified otherwise:

1. Mark your calendars. No refunds or household credit can be given for classes missed, forgotten, or changes due to personal schedules.
2. No cancellations, refunds, or credits on pass memberships or punch cards.
3. Cancellations will be considered only when a written request is received by the Registration Office five business days prior to the start of the program. A \$5 administrative fee is charged per program, per person. The \$5 administrative fee will be waived if a household credit is chosen (does not apply to Villa Olivia refunds). Cost of uniforms, costumes, T-shirts or trophies are not subject to refund.
4. Transfers will be considered only when written request is submitted and received by the Registration Office at least five business days prior to the start of the program (space permitting).
5. Transfer and cancellation forms are available at the Registration Office and on-line at www.bartlettparks.org. If unable to obtain the proper form, you may submit a request in writing including the following information:
 - Participant's name, address, and phone number.
 - Class level, session dates, and class time.
 - Name, address, and phone number of the person requesting the transfer or cancellation.
 - Reason for request.

ALL forms are date-stamped when received.

Check Refusal Fee: A \$25 fee is charged for all returned checks.

Invoicing Fee: A \$25 fee will be charged for balances not paid in a timely manner.

Credit Card Decline Fee: A \$25 fee is charged for declined credit cards on monthly automated bills.

Sport League Cancellations

Cancellations or transfers made after registration will be performed only if a replacement can be found and registered. A \$5 administrative fee is charged per program, per person for cancellation.

New this year:

Villa Olivia registrations may be submitted online, by email, or walk in at Villa Olivia or Bartlett Community Center.

Call (630) 289-1000 for more information.

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Head of Household _____
 Address _____
 City _____ Zip _____
 Primary Contact Phone (____) _____
 Cell Phone (____) _____
 E-mail Address _____

Receipts are emailed to all non walk-in registrations.

I have read, understand, and agree to the registration/cancellation/ refund/transfer policies.

Registration forms can be emailed to: registration@bartlettparks.org. Please call 630-540-4800 to confirm receipt.

Special Modifications/A.D.A

Please list any medications that need to be dispensed at programs, allergies or describe special modifications needed for successful inclusion into the program(s). A two week notice is recommended.

Participant	Gender	Birthday/Grade	ID#	Program Name	Fee

I would like to donate **Free To Be Me Playground** (tax deductible) **.9902** \$1 \$5
 \$_____

Cash
 Check **Check Refusal Fee:** A \$25 fee is charged for all returned checks.
 Credit Card

TOTAL

AMOUNT PAID

Credit card information not required if paying in person.

Card Type: American Express Mastercard Visa Discover
Card Number _____
Card Holder's Name _____
Expiration _____ **CID#** _____ (3 numbers on back of card)
Amount Charged \$ _____
Authorized Signature _____

The Bartlett Park District reserves the right to photograph or videotape participants in Park District programs, facilities or parks for the District's promotional materials. If you would like to submit a photo for publication please send it to sfitzsimons@bartlettparks.org.

Registration/Brochure Waiver & Release

IMPORTANT INFORMATION
 The Bartlett Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Bartlett Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for the below listed programs/activities must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK
 Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slip and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities exist. In this regard, it must be recognized that it is impossible for the Bartlett Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK
 Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with these programs (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs against the Bartlett Park District, including its officials, agents, volunteers and employees.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

_____ **Participant's Name** _____ **Date** _____
 _____ **Participant's Signature** (18 years or older or Parent/Guardian)

Signature is required for participation.

Household ID#

Participant's Last Name