

PROGRAM REGISTRATION INFORMATION

Registration

1. Registration will usually remain open until the initial class date, until established class limits are reached or a deadline has been noted.
2. Registrations will be accepted by mail, in person or by faxing to the Recreation Department. No phone registrations accepted.
3. Registrations will be processed on the date that they are received. Mailed in and faxed registrations DO NOT guarantee a space in a class.
4. Payment MUST accompany all registration. Cash, checks, Visa, MasterCard and Discover accepted. Checks are to be made payable to the City of Westlake.
5. Once registrations are processed, confirmation of classes will be mailed to you. You will be contacted by phone if we were not able to place you in a class.
6. Registrants WILL NOT be contacted unless classes are cancelled.
7. Once a stated deadline or program has begun, a \$5-10 late fee will be assessed. If a deadline is not stated in the program description, the late fee will be assessed once the program has begun.

Cancellations

1. All Westlake Recreation Department programs and activities are subject to change at any time.
2. 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.
3. Registered participants will be contacted by phone regarding cancellations.



Refunds

1. Refunds will be issued if a class is full or cancelled.
2. Refund requests for personal reasons MUST BE SUBMITTED IN WRITING to the Recreation Center no later than ONE WEEK PRIOR to the start of class.
3. All refunds for any reason other than cancellation by the department will be assessed a \$10.00 administrative fee per person.
4. All refunds take approximately 2-3 weeks to process.
5. NO REFUNDS WILL BE GRANTED ONCE CLASSES HAVE BEGUN.

Program Registration Summer 2008

Participant's Name	Activity Name & Activity Number	Shirt Size	StartDate/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 _____ Exp. Date ____/____/____