

Program Registration Form

Photocopy/tear out, complete and return with fee according to instructions below. **PLEASE PRINT CLEARLY**



Did your program number have this symbol in front of it? See Registration Option #1 below.

Program Number	Participant's Name Last First	Gender M/F	Date of Birth m/d/y	Program Name	Fee	Non Res. Fee*	Total Fee

Can you help with a tax-deductible donation to our youth scholarship fund? Please add \$2, \$5, \$10 or more here. Thank you! →

There is a \$5 non-resident fee on each program number activity of \$10 or more Please remember to put your Driver License Number /I.D. number on your check.	TOTAL	
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Parent/Guardian Name: _____

Address: _____

City/State/Zip: _____

Home Phone: () _____ Work/Emergency Phone: () _____

Email Address: _____

Receipt Options: Mail my receipt to me Send my receipt via email
 (Remember to fill in email address left, below)

Signature _____ Date _____

Signature acknowledges understanding and acceptance of the following:
WAIVER FOR PARTICIPATION: In consideration hereof, I hereby, for myself, my spouse, my children, my heirs, successors, and assigns, now and forever, release, indemnify, save, defend, and hold harmless the City of Chesapeake, its departments, officials, employees, and representatives from and against any and all claims, including, but not limited to claims for personal injuries, death, fees, liabilities, losses, and costs resulting from or arising out of my or my child's participation in any activity sponsored, co-sponsored or run by the City of Chesapeake.
CONSENT TO USE PHOTOGRAPHS: Stating further, I authorize the City of Chesapeake and its departments to take photographs, audio and video recordings of me and/or my child at any City facility, park, or program for publications used in promoting City programs.

To be used to notify you of Parks and Recreation programs. Our policy prohibits sharing of email addresses. Do you wish to keep your email PRIVATE? YES NO

CONSENT TO USE EMAIL: By providing my email address, I give permission for Parks and Recreation to communicate with me, via email, information regarding their programs. "PRIVATE" means that you have requested that your information remain in Parks & Rec. Administration files.

We Need to Know: Where did you get your LEISURE GUIDE?

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|--|---|
| <input type="checkbox"/> Community Center | <input type="checkbox"/> P&R Office |
| <input type="checkbox"/> Library | <input type="checkbox"/> Virginian-Pilot insert |
| <input type="checkbox"/> Mail | <input type="checkbox"/> Senior Center |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Northwest River Park |
| <input type="checkbox"/> Athletic Registration | <input type="checkbox"/> Other: _____ |



Do you need special accommodations? Yes No
 Do you have any allergies? Are you taking medication we should know about?
 Yes No If yes, please explain: _____

<p>1 ONLINE REGISTRATION Pay with MC, Visa, AmEx at cityofchesapeake.net/guide Convenience fee required. You're all done!</p>	<p>OR</p>	<p>2 INTERNET FORM online/print-out. Go to cityofchesapeake.net/guide Registration form available online. Print and fill-in.</p>	<p>THEN →</p>	<p>3 MAIL IN—Send to: Chesapeake Parks & Rec 112 Mann Drive Chesapeake, Virginia 23322</p>	<p>OR</p>	<p>4 WALK-IN OR DROP-OFF Stop by any community center or Parks & Recreation office, at 112 Mann Drive. <i>Note:</i> We have "After-hours Drop Box."</p>
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Why Register Early?

Registering early increases chances of getting into the class or program you want, enables us to notify you early if there are any changes, and lessens chances of canceled classes.

Registration Guidelines

- Classes/programs with program numbers require advance registration and payments.
- For **ONLINE REGISTRATION**: There is a convenience-fee surcharge for using the credit card online. This surcharge is not a Parks and Recreation fee.
- For **MAIL-IN, WALK-IN, or DROP-OFF**: The preferred method of payment by mail is check or money order. Make your check or money order payable to "Chesapeake Treasurer." City will charge a \$35 fee for any returned check.
- For **Walk-in, Drop-off, or Mail-in**: A receipt will be mailed/emailed to you only if you check the box on the registration form and fill in your address above.
- There is a \$5 non-resident fee for each program-number activity of \$10 and above, if you are not a resident of Chesapeake.
- Spaces are filled on a first-come, first-served paid basis.
- Observation of leisure classes requires department approval.
- Children are not allowed in adult classes unless those classes are designated as family or parent/child programs. Only children or adults registered in a class may attend. Babysitting is not available.

NOTE: All Parks and Recreation activities—classes, events, etc.—are considered "programs."

Cancellations and Refunds

- Classes with fewer than the minimum required registrants may be canceled. Register early to avoid canceled classes. Classes will not meet on City holidays, during severe inclement weather, or during other emergencies.
- Parks & Rec does not send a class registration confirmation; your receipt is your confirmation. Participants are notified only in case of cancellation or other class scheduling change.
- When a class meeting is canceled by Parks & Rec, participants will be notified as to whether the account will be credited or a make-up class will be held.
- No refund or credit will be issued for programs canceled by the participant on or after the first meeting date: **7/1/10 & after: You may opt for a full credit OR a \$5 processing fee will be applied to all refund requests for activities not canceled by Parks & Rec.**
- Internet processing fees are not Parks and Recreation fees. If the department cancels a program, full refund or credit will be issued for program fees. Credits will not appear on your P&R account until conclusion of class session. Refunds may take 3-5 weeks to process after staff has submitted request and will be in the form of a check. Refunds/credits do not appear on your credit card account.
- If a class has a supply fee added in the registration fee, the supply fee cannot be refunded.
- An account credit must be used within 6 months or it will be placed in the Parks & Recreation Youth or Citizens 55+ Scholarship account (P&R YS/55+). These credits can be used on walk-up and mail-in registration only. P&R YS/55+ is used for qualifying low-income youth age 17&younger/55+ who reside in Chesapeake.