



Department of Parks, Recreation, and Libraries

11465 W. Civic Center Drive, Suite 100
Avondale, AZ 85323-6806

www.avondale.org

Phone: 623-478-3050; Effective 1/01/07: 623-333-2400

Registration Procedures:

Pre-Registration is required for ALL classes. Deadline to register is one week prior to the start date of programs unless otherwise stated. We recommend that you register early for programs and classes (at least two weeks prior). Insufficient registration may result in class cancellation.

Registration forms will be processed by the date received. The City of Avondale is not responsible for lost or misdirected mail.

-  **1) Mail-In Registration** (check, money order): Since some classes fill up early, you are encouraged to mail your registration as soon as possible. Simply fill out the registration form and include your payment. Mail all registrations to 11465 W. Civic Center Drive, Suite 100; Avondale, AZ 85323. **Please write attention to: Recreation Registration. Make checks and money orders payable to the "City of Avondale".**
-  **2) In-Person Registration** (check, money order, credit, exact cash): Registrations at the Avondale Civic Center will be handled just like those that are mailed. The Recreation Registration desk is located at City Hall, 11465 W. Civic Center Drive, Suite 100; Avondale, AZ 85323. Hours are Monday-Friday, 8am-5pm.
- ★ 3) Special Registration:** Some programs have special registration procedures. Instructions for registration process are indicated in description.

Registration Form

Adult name _____
(Last) (First) (MI)

Address _____
(Street Address) (City) (Zip)

Home Phone _____ Work Phone _____

Email Address _____

Emergency Contact _____
(Name) (Phone) (Relationship)

Participant Name	Sex	Birth Date <small>Of participant if under age of 18</small>	Class #	Program Name	Start Date	Fee <small>Refer to class details</small>
Total Fees						

CANCELLATIONS/REFUND POLICY: 1) IF A CLASS/PROGRAM IS CANCELLED DUE TO LACK OF ENROLLMENT, you will be notified and offered an alternative choice, if one is available. If no alternative is available, a full refund will be issued within 30 days. The Community/Recreation Services Department reserves the right to cancel, postpone, combine classes, change rooms, or change instructors as needed. 2) IF THE PARTICIPANT WISHES TO CANCEL ENROLLMENT OR FAILS TO PARTICIPATE IN A CLASS, the participant must notify the Recreation Division before the closing date of registration to receive a refund. No credits or refunds will be issued after that period (registration closes 7 days prior to the first scheduled session for that quarter). Refunds for excursions may however be obtained when all reservations (based on minimum availability) have been sold and the Division of Recreation Services is able to resell your seat to another party. Cancellations due to medical emergencies will be handled on a case-by-case basis. 3) JOINING A CLASS LATE IN THE SESSION MAY BE POSSIBLE, depending on the type of class and availability of space in the class. Class fees however **will not** be prorated based on missed sessions

ADDITIONAL SUPPLY FEE: Some classes will require students to purchase supplies to participate in class. Cost of materials will vary depending on the class content. The supply fee should be given directly to the instructor on the first day of class, or participant will be given a list of what to purchase and where to purchase items.

ACTIVITY PARTICIPANTS: Enrollees must be of age limitation for the attending activity. Non-registered individuals are NOT ALLOWED in classrooms, either as an observer, family member or dependent, unless class description specifies otherwise.

NOTICE TO PERSONS WITH DISABILITIES: The City of Avondale does not discriminate on the basis of disability. If you are in need of special accommodations for one of our programs, please notify us when you register.

MEDIA RELEASE: The City of Avondale is permissible (unless indicated otherwise by the participant) to record ones likeness and or voice for use by television, film, radio, or print media to further the aims of the Community/Recreation Services Department's programs in related campaigns and magazine articles, booklets, posters and in other ways they may see fit.

Permission and hold harmless agreement:

(Registration will not be processed without signature. Must be signed by participants or guardians of age 18 or older.)

I, the undersigned participant, parent, or guardian, do hereby agree to participate and/or allow the individual(s) named herein to participate in the abovementioned activity(ies) and further agree to indemnify and hold harmless the U.S. Government, City of Avondale, Maricopa County its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the abovementioned individual(s) arising out of, or in any way connected with the participation of the activity.

Signature: _____ **Date:** _____

Relationship: Participant Parent Guardian Other _____

