

# Program Registration Form

**PLEASE PRINT CLEARLY**

Participant's Name Last First	Gender M/F	Date of Birth m/d/y	Program Number	Program Name	Fee	Non-Res. Fee*	Total Fee
Would you like to make a tax-deductible donation to our <u>youth</u> or <u>senior</u> Scholarship Fund? (circle one) Please add \$2, \$5, \$10 or more here. Thank you!							
Please remember to put your <b>Telephone Number</b> on your check. * There is a \$5 non-resident fee on each program-number activity of \$10 or more							

**WE NEED TO KNOW: How did you hear about this program?**

- LEISURE GUIDE
- City Event
- Word-of-Mouth
- "Virginian-Pilot" / Clipper
- Senior Club / SR Special Event
- School Flier
- Community Center/Library
- Parks, Rec, Tourism Office
- Email / Website / Facebook
- Other: \_\_\_\_\_

Participant INFORMATION (or Parent/Guardian if a minor)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work/Emergency Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**RECEIPT OPTIONS**

Mail my receipt to me **OR**

Send my receipt via email (Remember to fill in email address, left)

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, understand the risks associated with participation and 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, Recreation and Tourism 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, Recreation and Tourism to communicate with me, via email, information regarding their programs. "PRIVATE" means that you have requested that your information remain in Parks, Recreation and Tourism Administration files.

 **For your safety: Do you need special accommodations?**  Yes  No

**Do you have allergies or medical conditions that we should be aware of?**  Yes  No **If yes, please explain:** \_\_\_\_\_

**1 ONLINE REGISTRATION**

Pay with MC, Visa, AmEx, Discover, Diners Club at [cityofchesapeake.net/guide](http://cityofchesapeake.net/guide)

Convenience fee required.

**OR**

**2 INTERNET FORM online/print-out.**

Go to [cityofchesapeake.net/guide](http://cityofchesapeake.net/guide)

Registration form available online. Print and fill-in.

**THEN 3**

**MAIL IN—Send to:**

Chesapeake Parks, Recreation and Tourism Administration

1224 Progressive Drive

Chesapeake, Virginia 23320

**OR 4**

**WALK-IN OR DROP-OFF AT:**

Any community center or PR&T Administration (address left) *Note:* We have "After-hours Drop Box." Credit cards accepted at these locations.






**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. Therefore non-refundable.
- 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:** This registration form is to be used for Parks, Recreation and Tourism classes, camps, clinics, workshops and events. All of which are considered "programs." Youth athletic leagues must use the Youth Athletic Registration Form.

**Cancellations and Refunds**

- Classes with fewer than the minimum required registrants may be canceled. Classes will not meet on City holidays, during severe inclement weather, or during other emergencies.
- Parks, Recreation and Tourism 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, Recreation and Tourism, 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. **You may opt for a full credit OR a \$10 processing fee will be applied to all refund requests for activities not canceled by Parks, Recreation and Tourism.**
- Internet processing fees are not Parks, Recreation and Tourism fees. If the department cancels a program, full refund or credit will be issued for program fees. Credits will not appear on your PRT account until conclusion of class session. Refunds may take 3-4 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 and Tourism Youth or Citizens 55+ Scholarship account (PRT YS/55+). These credits can be used on walk-up and mail-in registration only. PRT YS/55+ is used for qualifying low-income youth age 17 & younger/55+ who reside in Chesapeake.