

CLASSES/ACTIVITY REGISTRATION FORM

City of Alexandria Department of Recreation, Parks & Cultural Activities

Class Questions? Recreation Program Office hours are 8am-5pm, M-F Call 703.746.5414 or TTY 703.838.4902

PLEASE READ REFUND POLICY BEFORE REGISTERING

1. HOUSEHOLD INFORMATION – PLEASE PRINT - * Required Information

*Name of Head of Household (First/Last) _____ Check if change of Address Phone Email – Effective Date _____

*Address _____ *City, State, Zip _____

*Home Phone _____ Work Phone _____ Cell Phone _____

*Head of Household Birthday ____/____/____ *Male/Female? (Circle) Email Address _____

2. ACTIVITY REGISTRATION (Please fill out completely. Attach an additional sheet if necessary)

Participant's Name	Gender M/F	Date of Birth	Activity Title	Activity #	Start Date	Fee
<i>Joey Sample</i>	<i>M</i>	<i>2/4/1976</i>	<i>Water Aerobics</i>	<i>110507-02</i>	<i>9/21</i>	<i>\$150</i>

REGISTRATION DEADLINE - Classes that have not met the minimum number of enrollees are cancelled approximately one week before the start date. Participants are notified of cancelled classes by phone or email and given a credit unless a refund is requested. Please allow 4-6 weeks for refund.

Total Listed Fees	
Deduct Account Credits -	
Nonresident Fee (\$25 each/per activity) +	
TOTAL (Pay this Amount)	\$

Make checks payable to “City of Alexandria

3. PLEASE READ AND SIGN BELOW:

Hold Harmless Agreement: In consideration of the City of Alexandria, Department of Recreation, Parks and Cultural Activities, conducting various programs and allowing the above to participate in such programs, the undersigned realizing the risk of injury attendant to such programs, does hereby and forever discharge the City of Alexandria, Department of Recreation, Parks and Cultural Activities and its officers, agents, and employees from any and all action, claims or liability resulting from or arising out of or based upon any bodily injury or property damage which may be sustained by the undersigned or the undersigned's child while participating in such programs.

Signature required of adult participant, parent or guardian of child _____ **Date** _____

UNSIGNEND REGISTRATION FORMS ARE RETURNED AND MAY AFFECT REGISTRATION IN CLASS

Refunds/Credits/Tranter Policy: All requests must be received in writing. Refunds requests must be submitted at least one week prior to the start of the activity in order to receive a full refund/credit. Requests received after this time are assessed a \$10 service charge (\$25 camps). All refund requests must be received no later than the date of the second class. . If the activity is full or cancelled, all participants are given an automatic refund unless a credit or transfer is requested in writing. Activities are cancelled one week prior to the start date if they have not met minimum enrollment. Refunds for cancelled activities are processed up to two weeks after the scheduled start of the cancelled activities. Refunds are made payable to the head of household. Please allow 4-6 weeks for refund.

4. REGISTRATION METHOD

Mail – In: or Drop Off
Lee Center
1108 Jefferson Street
Alex, VA 22314

Phone/TeleTrac
703-838-4969

Web:
www.alexandriava.gov/recreation

For Office Use Only:

Check #: _____ Amt: _____

Date Recvd.: _____ Staff: _____