

SUMMER 2010 • RECREATION & AQUATICS REGISTRATION FORM*

*Please fill out separate form for Racquet Club.

YOU ARE REGISTERED UNLESS NOTIFIED OTHERWISE.

Part 1 Household Information

Last Name _____ Adult First Name _____
 Address _____
 City _____ State _____ Zip _____
 Home Number _____ Cell Phone _____
 Email _____ Check here if you are a Corporate Resident. (*Letter REQUIRED*)

Part 2 Program Registration

CODE	PROGRAM NAME	PARTICIPANTS FIRST NAME	GENDER	BIRTH DATE MM/DD/YY	FEE

NON-RESIDENTS ONLY: Please add \$15 if you would like home delivery of the next 3 program guides



Please indicate if the participant has any special needs that require a one on one aide to be present: _____

**Any requests for an aide needs to be made 7 days prior to the program beginning. All reasonable attempts will be made to fulfill all the requests.*

TOTAL REMITTANCE \$ _____

Part 3 Payment Information

CREDIT CARD ACCOUNT NUMBER (*This section must be completed when paying by VISA or MASTERCARD*).

Circle One:   _____ Exp. Date _____

Name of Cardholder _____

Authorized Signature _____ Charge Amount\$ _____
 (*Must have signature to be processed*).

MY CHECK IS ENCLOSED. Please make checks payable to the Oak Brook Park District. *A \$25 fee will be charged for all returned checks.*

Part 4 Sign the Registration Waiver

I have read the program waiver stated on the back and understand that my signature is required in order to participate in any program.

Participant/Parent/Guardian Signature _____

Date _____

Signature MUST be included for Registration Form to be processed.

Part 5 Return your form to the Park District

OAK BROOK PARK DISTRICT

Administration Office
 1450 Forest Gate Road
 Oak Brook, IL 60523
Phone (630) 990-4233
Fax (630) 990-8379

FOR OFFICE USE ONLY:

Date: _____

Staff: _____

Registration Information

REGISTRATION INFORMATION - 4 Easy Ways to Register!

Sorry, no telephone registration is accepted. The waiver on all registration forms must be properly signed to be processed. If the registration form is not signed, it will be returned to the individual, unprocessed, to be signed.

DROP-OFF/ WALK-IN

Drop off a completed registration form with payment during regular business hours at the Family Recreation Center Administration Office.



**Family Recreation Center
Administration Office**
1450 Forest Gate Road
Oak Brook, IL 60523

Administration Office Hours
Monday-Friday, 9:00am-4:30pm

For convenient after-hours registration, a drop box is located outside of the administration office.

MAIL-IN

Send your completed registration form and payment (*check, money order, VISA or MASTERCARD only; no cash accepted*) to:



**Oak Brook Park District
Family Recreation Center
Administration Office**
1450 Forest Gate Road
Oak Brook, IL 60523

FAX

Fax your completed registration form and credit card payment information (*VISA or MASTERCARD only; no other form of payment will be accepted*) to:



Recreation Programs/Aquatics:
(630) 990-8379

ONLINE

Visit www.obparks.org to register online.



**SORRY....
NO TELEPHONE
REGISTRATION
IS ACCEPTED.**

MARK YOUR CALENDAR!

We do not send confirmations. A representative from the Park District will contact you in case there is a waitlist for the program for which you registered. Otherwise, you may assume your registration has been processed as requested.

GENERAL INFORMATION

1. Carefully complete the Oak Brook Park District registration form. Enter the code number on the left-hand column of the registration form. (Example of code number: EX62-1) Use the form for all free and paid Park District programs. Please print and make sure all information is correct.
2. **THE WAIVER FORM MUST BE SIGNED FOR THE REGISTRATION FORM TO BE PROCESSED.**
3. Add up the fees and write the total amount in the appropriate space. Checks or money orders may be made payable to the Oak Brook Park District. Please include your telephone number on your check.
4. **YOU ARE REGISTERED UNLESS WE INFORM YOU OTHERWISE.**
5. Program registration is monitored throughout the season, and programs will be cancelled if there is insufficient enrollment at least two days prior to the start date. The Oak Brook Park District maintains the right to open and close classes at its discretion.
6. If you register for a class but cannot attend, please notify the Oak Brook Park District at (630) 645-9590, as soon as possible to cancel your registration. Other patrons are waiting to participate.
7. Please do not bring your children to programs that you are participating in unless childcare is provided. Childcare availability is indicated by a duck symbol after the time.
8. If a program reaches its maximum in enrollment, the class will be "closed." A waiting list is then started for those still interested in registering for the program. When and if an opening occurs in the program, the first person on the waiting list will be contacted. We will continue down the list, as more vacancies become available. Do not include payment with your registration form if you are put on a waiting list. The registration fee will be collected if you are able to participate.
9. If a participant registers for a program, drops out of that program, and it has a waiting list, the participant cannot give their spot to a friend. The Oak Brook Park District reserves the right to assign participants to the program in the order they are listed on the Park District's waiting list.
10. The Park District is not responsible for any omissions or typographical errors.
11. The Oak Brook Park District does not carry accident or hospitalization insurance on any program participant. It is recommended that participants review their own personal insurance policy for adequate coverage during all program activities.

REGISTRATION PROCEDURE

Registration for any Summer programs will be accepted upon receipt of the Summer Program Guide, and held until May 10th. All received registrations will then be processed at random. Any registration received after 4:30pm on May 10th will be processed randomly by date received.

Proof of residency may be requested. Items listed will be accepted.

- Most recent real estate tax bill
- Drivers license
- Lease agreement for currently occupied residence with building owner's certification of the names and birthdates of your resident children (*required by Oak Brook Village Code*)
- Closing statement from the purchase of your home (*which includes the address, as well as buyers' and sellers' signatures*)
- Unpaid utility bill (*payment stub attached*) naming you the responsible person at the Oak Brook address
- Automobile registration and automobile insurance
- Corporate Residents must verify employment within Oak Brook area.
- A letter on company letterhead from a human resources representative verifying employment.
- Verification must be provided annually.

CANCELLATION & REFUND POLICY

A \$5 service charge will be applied for cancellations received at least two business days before a program begins. No refunds will be given if a cancellation is received after the 2nd class has met unless it is accompanied with a signed note from a physician.

WAIVER AND RELEASE OF ALL CLAIMS

Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in the above program/programs, you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising out of your participation in the program/programs you have registered for.

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any injuries, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with such program(s).

I agree to waive and relinquish all claims my minor child/ward or I may have as a result of participating in the program against the District and its officers, agents, servants and employees.

I do hereby fully release and discharge the District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program(s).

I further agree to indemnify and hold harmless and defend the District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of any emergency, I authorize District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my child/ward's immediate care and agree that I will be responsible for payment of any/all medical services rendered.

As a participant in a program or activity of the District (*or as the parent or guardian of a participant*), I hereby grant the District permission to use my or my child's image, video form, or voice in photographs, videotapes, Internet website or other materials prepared or released by the District from time to time, for promotional, safety or instructional purposes. I understand that such materials will be used and shown in whole or in part as the District sees fit. By this permission and release, I hereby release and discharge the District, its officers, employees and agents from any and all claims or actions resulting from the use of such materials by the District.

When registering by fax or online at the Oak Brook Park District, it is mutually understood that the facsimile registration document (*including the Waiver and Release of All Claims*) shall substitute for and have the same legal effect as the original form.

I have read and fully understand the above Program Details, Waiver and Release of All Claims and Permission to Secure Treatment.

The Oak Brook Park District Racquet Club does not carry accident or hospitalization insurance on any program participant. It is recommended that participants review their own personal insurance policy for adequate coverage during all program activities.